



University of New Mexico – Gallup Video Surveillance Policy

I. Purpose

The University of New Mexico Gallup Campus utilizes live view and recorded video surveillance on its properties for the express purposes of crime deterrence and asset protection, to assist in criminal investigations, and to facilitate and enhance general safety measures on campus. To that end, video cameras will be utilized only in areas where an individual does not have a “reasonable expectation of privacy.”

II. Decision Makers

Live View Video:	A video feed directly to a monitor showing live image recording.
Recorded or Captured Video:	Images stored on a server for later viewing.
Camera Review Committee (CRC):	A review board consisting of the Chief of Police (or designee), Director of Business Operations, and Information Technology (IT) representative.
Credentialed User:	A University employee given clearance through the CRC to observe live view monitors.
Stationary Camera:	A video camera ‘locked’ into a single view.
Pan/Tilt/Zoom Camera (PTZ):	A video camera that is controlled by select credentialed users to change the viewing area of the camera manually or by program. Ordinarily defaults to a stationary camera view.

III. General Principles

- A) The University of New Mexico Gallup is committed to the use of reasonable measures to mitigate potential threats and improve solvability factors related to crime on our campus. A critical component that assists in this endeavor is the use of video surveillance cameras and other image capture tools.

- B) The vast majority of cameras on campus are not monitored in real time. Any reference to real time view of a video image is referred to as live view. Any other reference to the viewing of a video image in this policy references a taped or recorded event image.

- C) Any use of recorded footage or live view for the purpose of individual gain or other benefit is prohibited and subject to potential administrative, civil and criminal action.
- D) Cameras will not be installed or monitored in locations where an individual has a reasonable expectation of privacy.
- E) Cameras may be installed in locations where University employees are engaged in a work environment as action to mitigate potential crime, protect University assets and/or improve safety. Cameras will not be accessible to managers for viewing the performance of their employees unless approved by the CRC and University General Counsel
- F) Covert cameras may be used under circumstances to aid in criminal investigations by the University Police Department. If the location for a covert camera comes into conflict with any part of this policy, the Police Department will confer with University Counsel for guidance prior to use.

IV) Responsibilities

- A) The University Police Department Command Officer is responsible for the proper function and management of the video surveillance hardware and software on campus. This includes all cameras, computers, and servers that may be used in support of the video surveillance efforts on campus. This also includes decisions on storage capacity of servers and the length of time unrequested recorded video is kept, per the limitations of the video servers. Cameras may be utilized for live view for certain operations and departments on campus. With the exception of cameras used in SMART classrooms, the CRC determines whether live view requests are granted on a need basis. Recorded video is only accessible to the University Police Department, University Internal Audit, and Information Management & Technology restricted to its department mission.
- B) In addition to the Police Command Officer, access to live view and recorded video is limited to the IT Security Professionals in charge of the video surveillance program when the access is specifically necessary for the maintenance of the system. Under no circumstances will the aforementioned personnel serve as the investigative arm for criminal or administrative purposes related to video surveillance use.
- C) The University Police Department Command Sargent is responsible for video investigation of events that may lead to criminal or administrative actions on campus. Any video review requested by a department related to an employee's actions must be an issue specifically related to criminal activity, asset protection and/or significant safety violations, unless otherwise directed by University General Counsel. Access to the video surveillance recordings for investigative purposes is limited to Police Command Staff.
- D) University Counsel will be the final authority on questions of law related to use of video surveillance tools. Any court ordered, public records, or public information act requests for recorded video will be routed through the University General Counsel, unless the recording

is part of a criminal filing, which is subject to the rules of discovery. University General Counsel will coordinate any such requests with the University Police.

- E) Individual Credentialed Users that have access to live view monitoring of select areas will be provided training regarding this policy and responsibilities specifically related to appropriate use of live view cameras. Employees will not have access to recorded view permissions unless specifically allowed by University General Counsel.
- F) Any perceived misuse of the video surveillance system must be reported to the Chief of Police and/or Internal Audit for their review and resolution. Misuse of the video surveillance system may result in criminal, civil and administrative actions.

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