



## Ohio Administrative Code

### Rule 3342-5-12.17 Administrative policy regarding video surveillance and electronic systems for safety and security.

Effective: October 15, 2016

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(A) Purpose. Kent state university is committed to enhancing the quality of life of the campus community by implementing and integrating the best practices in safety and security technology. Video surveillance and electronic systems are an integral component of any safety and security plan and this policy is intended to regulate the use of such technology on campus with regard to those purposes. This policy is established to formalize procedures for the installation and use of video surveillance and electronic systems for safety and security on university property.

(B) Scope. The purpose of this policy is to regulate the use of video surveillance and electronic systems used in any area for the purposes of safety and security on university property. This policy does not apply to:

(1) Video surveillance and electronic systems used strictly for academic purposes or the use of webcams that have no significant secondary security function. Such exceptions include systems used to deliver education, conduct research, conduct video conferencing, record public performances, record practices or rehearsals, record news or press coverage, produce promotional materials, or record construction progress.

(2) Automated teller machines (ATMs) that may utilize cameras and are the property and responsibility of the specific vendor.

(3) The use of mobile or hidden video surveillance and electronic systems used in criminal investigations by police services.

(C) Definition. For the purposes of this policy:

(1) Video surveillance and electronic system refers to any system that monitors, records or regulates access to a specific location or activity through processes, technology, and equipment including but not limited to microphones, cameras, images, audio, video, snapshots, intrusion systems, panic



button systems, public address systems, configurations settings, logs, software, and hardware.

(2) University property refers to all university owned, operated, or leased property.

(3) Monitoring means watching and observing a remote live view from a security camera as a primary task or function.

(D) Implementation.

Video surveillance and electronic system installation, administration, and management will be coordinated by the department of public safety. Exceptions will be extremely rare and require prior approval of the director of public safety.

(1) All university offices and university personnel must seek and receive express, written permission from the department of public safety prior to the installation of a new video surveillance and electronic system, or the re-activation or upgrade of an existing system, on university property.

(2) Recordings and other records created from video surveillance and electronic systems shall be stored in a secure location determined by the department of public safety (in coordination with the division of information services when applicable) and configured to prevent unauthorized access, modification, duplication, or destruction.

(3) Access to monitor or view recordings on video surveillance and electronic systems shall be limited to authorized personnel by the department requesting permission, and police services, and other personnel as determined by the director of the department of public safety or designee.

(4) Standards for access rights to video surveillance and electronic systems, storage standards and retention, and camera nomenclature shall be determined by the director of the department of public safety or designee.

(5) The copying or retransmission of live or recorded video from a video surveillance or electronic system shall be limited to persons authorized by the director of public safety or designee.



(6) Recordings and other files created from video surveillance must be retained no less than thirty days. After that time, the files can be overwritten in conjunction with university approved storage models, unless otherwise approved by the director of public safety or designee. Recordings and other files related to ongoing investigations or legal filings are exempt.

(7) Recordings and other records created from video surveillance and electronic systems under this policy are considered security records. Personnel are prohibited from using or disseminating information acquired from such systems, except for official purposes. All information and observations made in the use of security cameras are considered confidential and can only be used for official university and law enforcement purposes.

(8) Signs may accompany video surveillance systems. Any signage posted shall include a statement indicating that the surveillance is not actively monitored.

(9) Video surveillance and electronic systems in university facilities shall be maintained by the individual facility or department purchasing or utilizing the system and shall be kept in working order at all times as determined by the director of the department of public safety or designee.

(E) Oversight and enforcement.

The department of public safety, by and through its director, is responsible for the administration of this rule. The department of public safety is further responsible for providing a security assessment determining need, hardware requirements, camera placement and access rights associated with any video surveillance or electronic systems located on campus buildings or grounds.