1.0 BACKGROUND AND PURPOSE

The Colorado School of Mines (Mines) is committed to protecting the safety and property of the Mines' community while respecting the privacy and rights of our faculty, staff, students and guests. Security Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who breach Mines’ policies and/or commit criminal violations. This policy regulates the installation and use of Security Cameras on campus. This policy applies to all University units and employees involved in the placement, installation, and use of Security Cameras and related equipment, and all persons who request or obtain access to recorded data from such systems.

This policy shall not apply to the use of cameras for reasons unrelated to security surveillance activity, such as remote monitoring of construction projects, videotaping athletic activities and events for post-game or practice reviews, the use of cameras in appropriate connection with educational activities, research, video conferencing, or cameras used by law enforcement (e.g., such as bodycams or dash cams, or for surveillance), and/or parking services vehicles and operations.

2.0 POLICY

Mines’ Security Cameras shall be used to monitor Mines’ public areas for the primary purpose of deterring crime and assisting the Department of Public Safety in enhancing the security and safety of the Mines’ community. Security Cameras shall only be positioned to record data in areas considered public, where individuals would have no reasonable expectation of privacy. Security Cameras will not be consistently monitored in real time, and any data obtained through monitoring will be used exclusively for security, law enforcement, and official Mines business purposes, or as otherwise required or permitted by applicable law.

2.1 Camera Requests/Placement
Mines’ Department of Public Safety shall be responsible for coordinating the placement of all temporary and/or permanent Security Cameras on the Mines campus. Departments or offices desiring the installation of a new Security Camera shall submit requests for installation to the Department of Public Safety. All requests must include the basis for the request, and proposed sites for placement. In determining the appropriate placement of Security Cameras, the Department of Public Safety shall consider public safety needs, building codes,
and any other Mines’ requirements. Once placement of a new Security Camera is approved by the Department of Public Safety, the requesting Department or office shall coordinate installation with Mines’ Department for Computing, Communications, and Information Technologies (CCIT).

2.2 Equipment and Technology
Mines has moved to a standardized equipment/system and configuration. Any existing Security Cameras (such as analog cameras and Digital Video Recorders (DVR)) may be utilized through the remaining usable life of the equipment. Maintenance of these legacy systems is the responsibility of the Department. Upon equipment failure or the need for Security Cameras with additional functionality, equipment shall be upgraded to the current campus standard at the discretion of the Department of Public Safety, in coordination with CCIT. Any security system procured for use by Mines must be compatible with the system identified as the campus standard by the Chief of Police, in coordination with CCIT. Mines’ Chief Information Officer, or designee, will periodically review the information technology security on Security Camera systems and provide the Chief of Police with a summary of its findings and recommendations.

2.3 Retention of Recordings
The Chief of Police will be the custodian of all records related to the use of Security Cameras on campus, as well as all recordings/data generated by Security Cameras. Security Camera recordings/data will be retained for a period of no less than 30 days, and no longer than three years beyond the date the recording/data was created. This retention period may be extended at the request of Mines Legal Counsel, the Chief of Police, or as required by law. The Department of Public Safety shall keep and maintain a record of all requests for access, including the name of the person requesting access, of Security Camera recordings/data that have been retained for more than one-year.

3.0 COMPLIANCE

Any department or employee’s failure to meet the requirements of this policy may result in sanctions including removal of an unapproved Security Camera, or loss of technical support.

4.0 DISCLAIMER

No person should assume that the presence of a Security Camera on campus will guarantee safety for persons or property. Rather, it is one tool in Mines’ continuing efforts to promote campus security and safety.
5.0 REVIEW CYCLE AND HISTORY

This policy shall be reviewed at least every two years or as needed by the Responsible Administrative Unit. Adopted 2009; Revised November 2009; Revised 2016, addition of definitions, change in terms, addition of review and history; new RAU designation.

DEFINITIONS

Chief of Police/Director of Public Safety means the head of the unit for the Mines Department of Public Safety Department, or their designee, for ensuring safety of persons and protection of property on Mines campus.

Security Camera means an audio, video or digital image recording device that can be positioned to capture moving or still pictures or images on a routine basis (also known as electronic surveillance or CCTV).

RESOURCES

C.R.S. 24-72-113
Mines’ Policy Library, including but not limited to:
Appropriate Use of Network Systems