



**UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents**

Resolution No. 21-25

**RELATIVE TO APPROVING THE POLICY GOVERNING
THE USE OF SECURITY CAMERAS ON CAMPUS**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission serving the post-secondary needs of the people of Guam and the region;

WHEREAS, the governance and well-being of the University is vested in the Board of Regents (BOR);

WHEREAS, UOG has had a limited number of security cameras on campus for many years but has not had a campus wide policy governing the use of the cameras;

WHEREAS, UOG has determined that as cameras are installed around the campus a policy is needed in order to ensure uniformity of purchases and to set forth authorizations for using images obtained through the cameras; and

WHEREAS, the President and the Physical Facilities Committee have reviewed and recommend the attached policy for approval by the BOR.

NOW, THEREFORE, BE IT RESOLVED, that the attached policy governing the use of security cameras on campus is hereby approved.

Adopted this 16TH day of September, 2021.

Liza J. Provido, Chairperson

ATTESTED:

Thomas W. Krise, Ph.D., Executive Secretary

University of Guam Security Camera Policy

Policy Type	[] Board; [] Board-approved; [] President; [] President-approved; [] Other				
Policy/Procedure Manual Name	UOG Security Camera Policy				
Article No.	II	Article Title	Policies of the UOG Board of Regents		
Insert Policy / Procedure in	_____				
Approval Authority	Board of Regents	Effective	_____	Most Recent Review	_____
Responsible Executive	Secretary of the Board of Regents	Resolution No	_____	Date of Next Required Review, 3 Years from First Effective Date	__/__/__
Responsible Office	Office of the Secretary of the Board of Regents	Revision Tracking	_____		
Policy Contact & Website where document is maintained	Alfred Garrido, UOG Safety Administrator, 671.735-2372; garridoa3216@triton.uog.edu ; https://www.uog.edu/policy-procedures-library/				
Who Should Review	[] UOG Safety Administrator; [] UOG Safety and Security Office;; [] Facilities & Maintenance; [] Institutional Safety Committee; [] Faculty Senate; [] Faculty Union; [] Student Government Association; [] Administrative Council; [] Academic Officers Council; [] Vice President Administration & Finance; [] Senior Vice President for Academic & Student Affairs; [] UOG Legal Counsel; [] UOG President; and [] UOG Board of Regents				
Initiation / Review / Consultation / Approval History	Created by Alfred Garrido, UOG Safety Administrator				
NOTE: All approved changes to policy/procedures need to be made on the hardcopy of this document within 5 workdays and posted on https://www.uog.edu/policy-procedures-library/ within 10 workdays from the date approved.					

1. Purpose and Scope

1.1 The University of Guam (hereinafter referred to as “UOG” or “University”) is committed to protecting the safety and property of the University community while respecting the privacy rights of our employees, students, and visitors. 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 University policies and/or commit criminal acts, or document incidents for record purposes. The use of security cameras extends the surveillance ability of Security staff and security contractors. Security cameras are not a guarantee of safety; however, they do serve as deterrents and can alert Security staff and employees to potential danger and serve an important role in a portfolio of security tools. The primary use of security cameras is to record images for future identification of individuals and activities in the event of natural disasters or violations of law or

1.2 This policy governs the use of fixed or mobile security cameras to protect the legal and privacy interests of the University and the University community. This policy applies to all University employees in the use of security camera systems for monitoring and/or recording activity.

1.3 This policy does not apply to the use of video for non-surveillance purposes; examples include but are not limited to the following:

1.3.1 Cameras used for academic educational purposes.

1.3.2 Cameras used for research purposes and thus are subject to the policies and procedures of the Committee on Human Research Subjects (CHRS) of UOG's Research Council regarding human subjects.

1.3.3 Cameras used for authorized journalistic purposes. However, the unauthorized use of monitoring or visual recording devices by any third party, including any news media, is strictly prohibited.

1.3.4 Cameras authorized to record public events and performances.

1.3.5 Authorized Construction web cameras.

1.3.6 Webcams used for purposes of communication between specific persons.

1.3.7 Cameras not owned by the University

1.4 Appropriate security purposes for video monitoring and recording of public places include, but are not limited to the following:

1.4.1 Protection of individuals, including students, employees, and visitors and the monitoring and recording of pedestrian traffic activity.

1.4.2 Protection of buildings and property. Areas that may be monitored include building perimeters, parking lots and areas, entrances and exits, lobbies, hallways and corridors, receiving docks, special storage areas, rooms with computer equipment, and cash handling locations.

1.4.3 Verification of security alarms.

1.4.4 Monitoring and recording locations where intrusion alarms, security alarms and exit door controls are installed.

1.4.5 Monitoring of public areas, including service desks, classrooms, and student study areas.

1.4.6 Body cameras or mobile cameras attached to vehicles for UOG employees or independent contractors assigned to UOG's Safety and Security Office in the official performance of their duties.

2. Policy Statement

This policy sets forth the parameters for the use of security cameras on campus. The University reserves the right to place security cameras for video surveillance on all facilities or University grounds where necessary and appropriate to provide a secure campus environment. The University respects the right to privacy of the University

community members and balances the right to personal privacy with the safety needs of the campus community.

3. Procedures

3.1 Only authorized personnel will have access to security camera data and may retrieve and utilize information from cameras. Authorized personnel are limited to the UOG Safety Administrator, the Dean or Director serving as landlord for the building, Office of Information Technology personnel providing support to the Safety Administrator, UOG's security contractors, and other persons designated by the Safety Administrator. The unauthorized use of video or camera devices, except as authorized herein, is strictly prohibited.

3.2 Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in active video monitoring will be trained and supervised in the responsible use of this technology.

3.2.1 The use of dummy or placebo cameras is prohibited.

3.2.2 When an incident is suspected to have occurred, only authorized personnel may review the images from security camera data.

3.2.3 Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy and no security cameras shall be installed in any restrooms, locker rooms, shower rooms, or private offices.

3.2.4 UOG's Safety Administrator shall ensure that appropriate and conspicuous signage is posted on UOG's campus, buildings, or facilities where security cameras are located to give notice that persons in these areas may be subject to video surveillance.

4. Data Storage

Security camera data will be retained for a minimum period of 30 days. All devices used to store the security camera data must be capable of retaining media for at least this period of time and such data must be download capable.

5. Release of Security Camera Data

UOG's President or his or her designee shall have the responsibility to evaluate requests for and make decisions for the release of security camera data to third parties based on applicable Guam and Federal Law with the following exceptions:

5.1 UOG's Safety Administrator and UOG's Safety & Security Office may use security camera data for official investigative, safety, and security purposes.

5.2 Law enforcement agencies shall have access to security camera data at the earliest possible date when it is reasonably believed that the images will assist in a criminal or other investigation or in response to an emergency.

5.3 To the media, where the release of security camera data may assist in the identification of any victims, perpetrators, or witnesses in relation to a criminal or emergency incident.

6. Device Installation, and Maintenance

6.1 The installation of any security cameras, their locations, and their purpose shall be approved prior to their installation and use by the UOG's Safety Administrator.

6.2 Security cameras shall be connected to UOG's centralized surveillance system and shall be monitored by UOG's Safety and Security Office.

6.3 All authorized cameras and systems will be inspected regularly to ensure that they are in proper working condition and meet policy guidelines and any unauthorized cameras and surveillance devices shall be removed and reported to UOG's Safety and Security Office for investigation

6.4 Maintenance and repair will fall under the responsibility of the unit that purchased the security system.

6.5 The University will increase the number of cameras on campus in accordance with the availability of funds.