



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT Security Cameras	Effective Date 2/8/2023	Policy Number 3-127
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	Responsible Authority (s) Associate Vice President of Safety and Security and Chief of Police Director, Security Management	

APPLICABILITY/ACCOUNTABILITY

This policy applies to the installation, operation, and maintenance of all security cameras at the university, Direct Support Organization (DSO), and other UCF related entity owned buildings and properties, except when a separate policy for a DSO owned or UCF related entity owned building or property exists and is approved by the applicable board.

POLICY STATEMENT

The University of Central Florida is committed to the use of reasonable measures to mitigate potential threats and improve solvability factors related to crime on our campus. Of critical assistance is the use of video security cameras and other image capturing tools. The Department of Security (DS) is responsible for determining whether a camera is classified as a security camera and overseeing and approving the design, installation, operation, and maintenance of all security cameras on all UCF owned or operated properties. DS reserves the right to place security cameras where necessary and appropriate.

Cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who violate federal or state laws and/or university regulations or policies. Cameras are not a guarantee of safety; however, they do serve as deterrents and can alert DS and the University Police

Department to potential danger(s). The primary use of security cameras is to record images for future identification of individuals and investigation of activity in the event of violations of federal or state law and/or university regulation or policy.

To safeguard the protection of individuals, property, and privacy rights in accordance with state and federal laws, DS has adopted Security Camera Standards to formalize procedures for the handling, viewing, retention, dissemination, and destruction of recorded image(s) and to regulate the use of university camera systems installed and operated in all UCF facilities and properties. The following university personnel/offices are responsible for reviewing and approving all revisions to the UCF Security Camera Standards:

- Senior Vice President of Administration and Finance
- Associate Vice President of Safety and Security and Chief of Police
- Director, Security Management
- Provost or designee
- Office of the General Counsel
- Director, Privacy Compliance

UCF utilizes video cameras for non-security purposes such as to support education, research, and health care, and may not be considered to be security cameras. A list of these types of cameras is specified in the UCF Security Camera Standards. Exempt video cameras are still required to adhere to all applicable Florida and federal laws, including retention guidelines.

University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: life safety situations, high risk areas, restricted access areas/locations, in response to an alarm, special events, and/or active criminal activity.

Recorded images in use under active, or may be under future, law enforcement investigation, audit or compliance investigations, or other UCF investigations will not be released to any party without approval from the investigating authority.

The following are violations of this policy and may result in loss of video access privileges and/or disciplinary action up to and including termination or expulsion and/or possible criminal charges: (1) Unauthorized, unethical, or illegal use or installation of a security camera; (2) tampering with, damaging, or destroying security cameras or associated equipment.

DEFINITIONS

Direct Support Organization. As provided in Section 1004.28, Florida Statutes, and Florida Board of Governors Regulation 9.011, a Direct Support Organization is an organization that is certified by the University of Central Florida Board of Trustees as operating in a manner consistent with the goals of the university and the best interest of the State.

University Security Camera(s) or Security Camera(s). A university video camera primarily used to enhance campus safety and security.

University Video Camera(s) or Video Camera(s). Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image(s) of university facilities, and/or people occupying these facilities. Images captured by university video cameras may be real-time or preserved for review at a later date. Such devices may include, but are not limited to the following: close circuit television, real-time surveillance systems, and computerized visual monitoring.

PROCEDURES

1. Security Camera Installation, Removal and Maintenance

Individuals requesting the installation, relocation, maintenance, or removal of security cameras must complete and submit the appropriate request form located at <https://police.ucf.edu/securitycameras>. The UCF Security Camera Standards should be reviewed for additional guidance on the requirements when making a request. The request will be reviewed and approved by DS and coordinated with other departments as necessary, such as Facilities, Planning and Construction. Should the request be denied, individuals may appeal the decision by submitting in writing the business justification to the Associate Vice President and Chief of Police for a final determination.

2. Video Management System and Access

The Department of Security selects and administers the approved Video Management System (VMS) used to access live and recorded images captured through security cameras. All new university security camera hardware must operate on the approved video management system.

Security camera systems that were installed prior to the effective date of the UCF Security Camera Standards shall be immediately configured to provide management and viewing

access to DS and transitioned into the approved video management system. Generally, the department will be responsible for any costs associated with transitioning legacy systems to be compliant with the UCF standard.

Anyone requesting access to view live and recorded images through the VMS must obtain authorization from the DS. Requests must be made using the Camera Client Access Request Form located at <https://police.ucf.edu/securitycameras>. All access requests will be reviewed and approved by DS based on the business justification provided.

RELATED DOCUMENTS

UCF Security Camera Standards

<https://police.ucf.edu/securitycameras>

UCF Facilities & Planning Construction Standards

<https://fp.ucf.edu/resources/standards-and-requirements/>

Department of Security Online Request Forms

<https://police.ucf.edu/online-request-forms>

CONTACTS

UCF Police Department

Department of Security

3504 Perseus Loop, Orlando, FL 32816

<http://police.ucf.edu/security>

DS@ucf.edu

INITIATING AUTHORITY

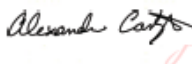
Senior Vice President of Administration and Finance

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-127

Initiating Authority:  Date: 2/2/2023

University Policies and Procedures Committee Chair:  Date: 1/26/2023

President or Designee:  Date: 2/8/2023

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