



Category

POLICY: 7-30 Electronic Door Locks, Security Cameras and Video Technology

Approval

LT Approved:
Effective Date:
Revised:
Responsible Party: Director of Operations

Policy Statement

The purpose of this statement is to set forth WSU Tech policy with regard to the installation and use of centrally managed electronic door locks, security cameras and related video technology on College property.

Door locks, security cameras and related video technology are strategically utilized on WSU Tech property to assist College officials in the performance of their responsibilities regarding College operations and public safety. This policy is written to provide guidance on the installation and use of security cameras and related video technology (hereinafter "video technology") by the College on property owned or leased by the University.

Policy:

A. Installation and use of centrally managed electronic exterior and interior door locks are intended to comply with the weapons policies found in K.S.A 75-7c20; Kansas Board of Regents Policy, Chapter II, Section E, Item 14; and WSU Tech Weapons on College Property. These measures also enhance campus security and provide security measures for the protection of persons and College property.

1. Installation: The Director of Operations/Facilities and Security must approve the installation of centrally managed electronic door locks for exterior and interior building and room doors.

2. Door Access:

a. Emergency personnel must have access to all buildings and rooms including lists of authorized lock users.

b. List of authorized lock users will be maintained by Security/Facilities/HR.

c. Director of Operations/Facilities and Security, through a 3rd party vendor, will be responsible for configuring electronic locks for use on the College network and maintaining the electronic database and technology systems for the centrally managed electronic locks.

B. Installation and use of video technology is intended to enhance campus safety and provide security measures for the protection of persons and College property in public areas where an expectation of privacy is not reasonably present, including but not limited to, campus walkways and outdoor areas, parking lots, hallways, classrooms, libraries, study rooms, computer labs, elevators, and common areas.

Privacy rights of individuals, including rights protected by K.S.A. 21-6101, must be considered in the placement of video technology.

1. Installation: Manager of Safety and Security, in consultation with the Director of Operations/Facilities and Security, must approve the installation of video technology. Signage that "security camera is in use" will be posted prominently in areas where video technology is installed and utilized.

2. Access to Security Camera Video Recordings:

a. Requests from federal, state, or local law enforcement agencies for images captured by video technology (hereinafter "video recordings") shall be directed to the Manager of Safety and Security.

b. Requests for video recordings for purposes unrelated to law enforcement will be addressed as follows:

i. Requests by College employees or students for video recordings for use related to College operations will be directed to the Manager of Safety and Security and in consultation with the Vice President of Finance and Administration will determine if security camera video recordings are available and will be furnished.

ii. Requests for video recordings by College employees or by students for purposes unrelated to College operations will be directed to the Manager of Safety and Security and in consultation with the Vice President of Finance and Administration will determine if security camera video recordings are available and will be furnished.

iii. Requests for video recordings by members of the general public will be directed to the Manager of Safety and Security. The President, in consultation with the Director of Operations/Facilities and the Manager of Safety and Security, will determine if a security camera video recording is available and will be furnished.

c. The College may use available video recordings to determine whether a violation of federal or state law or College policy has occurred.

d. All open records requests and subpoenas for production of video recordings should be directed to the Manager of Safety and Security and reviewed by the Vice President of Finance and Administration.

3. Only authorized personnel who have been appropriately trained will be permitted to retrieve, or download video recordings in accordance with this policy. Student employees will not be permitted to access video recordings unless written approval is received from Vice President of Finance and Administration.

4. Video recordings will typically be retained for no more than thirty (30) calendar days, but retention for any length of time cannot be guaranteed.

5. The Director, Networking & Infrastructure, IT is principally responsible for protecting the integrity of video technology and ensuring that storage of video recordings is in a secure location with access by authorized personnel only.

6. Installed video technology may or may not be in use 24 hours a day or monitored in real-time by the College.