

# Use of Closed Circuit Television and Cameras

## Health, Safety and Security – General Policies

### CWU Policy 601-03

**Effective:** February 11, 2015

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** University Police and Public Safety

#### Policy Statement:

#### Applicability:

---

Content:

Policy

Appendix A – Closed Circuit Television and Cameras Procedure

---

- (1) This policy applies to the procurement, installation, update, monitoring, and use of closed circuit television and camera systems (CCTV) on the Ellensburg campus of Central Washington University (CWU).
- (2) CCTV is used to monitor university public property, structures and buildings, including those areas occupied by businesses, general retail or other services in order to deter crime and assist university police and parking services in providing for the security and safety of individuals and property of the university community. Video monitoring in areas where someone would have a reasonable expectation of privacy, such as classrooms, offices, restrooms and locker rooms is prohibited.
- (3) The Senior Vice President for Finance and Administration through the chief of police or other designee is responsible for this policy and the relevant procedure, Appendix A.

#### History:

*Responsibility: Operations Division; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;*

*Review/Effective Date: 02/11/2015; Approved by: James L. Gaudino, President*

*Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-50-100, June 2025*

*Attached Procedure CWUR 7-30-150 as Appendix A, June 2025*

## Appendix A - Closed Circuit Television and Cameras Procedure

### (1) Purpose

- A. This procedure applies to the procurement, installation, update, monitoring, and use of closed circuit television and camera systems (CCTV) on the Ellensburg campus. This does not include other non-security camera systems. CCTV is used to deter crime and assist police services in providing for the security and safety of individuals and property of the university community.

### (2) Process

- A. The CCTV process varies according to the nature of the need. The initial steps are similar for all installations. To obtain help:
  - 1. Initiate a capital project request or a minor improvement project request by contacting the Facilities Management Department (FMD).
  - 2. CCTV capital project requests and minor improvement project requests are reviewed and approved by the appointing authority for the following units: University Police and Parking Services; Information Services; Facilities; Student Success and Human Resources.
  - 3. Forms for capital project request and minor improvement project request are available on the FMD web site. Include a schematic diagram of the proposed camera location(s) in the request.
  - 4. An updated schematic diagram will be maintained showing any variation(s) made subsequent to the initial installation.

### (3) Video Monitoring

- A. Video monitoring is conducted in a professional, ethical and legal manner. Personnel involved in video monitoring are trained and continuously supervised in the responsible use of this technology. University Police and Parking Services will assist the Director (or manager) of the area to ensure that procedures are drafted for reasonable and responsible video monitoring. Violations of this procedure results in disciplinary action consistent with the rules and regulations governing employees of the university.
- B. Video monitoring of public areas for security purposes is conducted in a manner consistent with all existing statutes, contracts, university policies, including non-discrimination, sexual harassment, and other relevant policies.
- C. All operators and supervisors involved in video monitoring assure that this procedure as well as responsible and proper practices are followed.
- D. Camera positions and views of residential housing, dorms and apartments are limited to open and public areas and do not violate the standard of "reasonable expectation of privacy." The only exception to this is when a law enforcement agency conducts an investigation governed by a court order authorized by a judge.
- E. Video monitoring of university premises is limited to use in areas other than those where someone would have a reasonable expectation of privacy, such as offices, restrooms and locker

rooms. For the purpose of this procedure, the university premises includes all university property, structures and buildings, including those areas occupied by businesses or other services.

- F. Mobile video equipment may be used by the chief of police or designee for criminal investigations and specific non-criminal investigations where there is a significant risk to public safety, security, and property.
- G. University areas wishing to use CCTV monitoring are responsible for implementing this procedure in their respective operations in coordination with the chief of police or designee. Police services have primary responsibility for disseminating the procedure and assisting departments in implementing the procedure and procedures.
- H. Any diversion of security technologies for uses other than its intended purpose undermines the acceptability of these resources for safety goals and is therefore prohibited.
- I. CCTV is not intended to monitor or supervise employees in their day to day operations.
- J. CCTV is used to limit, prevent, deter, detect and investigate crimes and potential criminal behavior and/or acts. Emergency management may use this system to monitor areas for any and all potential hazards. This system may be used to monitor areas with a need of heightened security or areas with critical and/or valuable items or information.
- K. Any misuse of this system or materials produced from this system that are frivolous, used for private purposes or are inconsistent with the objective and procedures as outlined are a violation of CWU procedure.

#### **(4) Responsibilities**

- A. All CCTV camera and recording systems are reviewed and approved as outlined in (2) above prior to purchase or installation on the Ellensburg campus.
- B. Police Services:
  - 1. Serve as the main contact for requestors to ensure that all approvals required under this procedure are obtained prior to any installation or update.
  - 2. Monitor relevant laws and security industry practices to ensure that CCTV monitoring at the university is consistent with the highest standards and protections.
  - 3. Have access to all live video monitoring and recorded footage of CCTV's. Only those who have demonstrated a need and authorization from the chief of police (or designee) are permitted live video viewing or monitoring for the purpose of enhancing security, crime prevention or crime recognition in the specific area to which they are assigned.
  - 4. Limit access to all data collected by this system to officers from police services and to information services personnel authorized to install, update or maintain data or equipment. Still images and recorded footage of incidents not criminal in nature are only released with the approval of the chief of police or designee. Still photographs and video footage of a criminal nature may be released as necessary to enhance the image, identify individuals or seek further information relevant to an investigation. All requests for still and recorded images are made in writing to police services.

C. Information Services (IS):

1. Ensure proposed camera installations conform to established policies and are compatible with existing hardware, software and equipment standards.
2. Provide routine maintenance, data storage of recorded images, and other daily activities associated with the operation of the CCTV system.
3. Has overall responsibility for the installation, updates, data storage and maintenance of the CCTV system.
4. Establishes a fee schedule for the installation, updates, data storage and maintenance of the CCTV system. The fee schedule is available on IS web site.
5. Store CCTV data in a secured area for a minimum of 30 days. Upon the department of public safety and police services request, specific data and/or footage is retained or copied as needed or required.

D. Facilities Management department administers CCTV requests through the capital project or minor improvement project process.

E. Human resources ensures appropriate use of CCTV regarding maintenance of individual employee's privacy rights and compliance with collective bargaining agreement(s)

F. Dean of student success reviews any changes in CCTV policy and procedures for possible impact on student life prior to submittal to the cabinet/UPAC for approval and implementation.

G. User/Owner

1. Every camera is assigned an owner. The owner is responsible for all costs associated with the purchase, installation, operations and maintenance of the camera, as well as all related expenses. Examples of "owners" include but are not limited to:
  - a. Wildcat Shop – cameras designated for anti-theft and anti-vandalism.
  - b. Museum of Culture and Environment– cameras designated for anti-theft and anti-vandalism.
  - c. Student Union and Recreation Center - general purpose cameras.
  - d. Residence Life.
2. This process applies to any use of CWU campus wide CCTV.
  - a. For state projects requiring CCTV, IS receives one-time, state base funding in accordance with normal cost structure to procure, install and maintain cameras.
3. User/Owner designates and provides funding for any spare cameras or equipment that is required for the user/owners specific installation.

**(5) Cost Structure**

A. Costs associated with CCTV fall into three categories:

1. Camera related costs include, but are not limited to:
  - a. Cost of camera (end-user device units).
  - b. Telecom labor for installation, aiming, focusing, cleaning, maintenance, setup and administration.
  - c. Annual maintenance to head end equipment.
  - d. Network cable/installation if non-existing (switches, ports, etc.)
  - e. Licensing (initial and ongoing).
  - f. Ongoing costs for non-camera equipment support and/or replacement.
2. Backend (server related costs):
  - a. One-time “owner” expenses related to infrastructure costs include, but are not limited to share of server/storage hardware and share of the server operating system.
  - b. Share of camera licensing for server and security management software as well as any special server software.
3. Recurring annual “owner” fees related to infrastructure costs include, but are not limited to:
  - a. Three year server replacement costs, based on percent of server usage. (e.g. If the owner’s camera is utilizing 50% of the server, that owner will be responsible for 50% of the server’s replacement cost every three years, divided by annual payments.)
  - b. All hardware annual maintenance costs.
  - c. Licensing renewal and maintenance fees.
  - d. Hardware/Server maintenance and labor.
  - e. Retrieval costs.
  - f. Network bandwidth costs are charged per camera.
  - g. All other associated costs.
  - h. Network bandwidth storage costs.
4. Costs are based on retention length and frames per second requested by “owner”. The minimum will equal a flat rate, per camera, per month, based on a reasonable and customary charge. The following are not included in scope or billed:
  - a. Real time video monitoring.
  - b. Access will be limited to “owner”, chief of police or designee and IS camera system administration.

- c. Anything covered by the vendor in the RFP, etc., is not billed by IS.
- d. Special features “analytics”.

**(6) Notices – When appropriate:**

- A. The University posts signs at sites where CCTV equipment is installed alerting the campus community that filming, videotaping and/or data streaming is occurring.
- B. A written notice is provided to university employees assigned to work in areas covered by CCTV equipment.