



Abilene Christian University Police Department

Policy and Procedures

Subject	Security and Surveillance Cameras	Procedure Number	0044	
Effective Date	July 6, 2021	Revision Date	July 1, 2025	
Approved By	Jason Ellis, Chief of Police		Pages	4

POLICY

It is the policy of Abilene Christian University (ACU) to allow the ACU Police Department to use security and surveillance cameras to deter criminal activity and aid in the investigation of its occurrence. Any diversion of camera technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.

PURPOSE

The Abilene Christian University Police Department is committed to enhancing the University community's quality of life by integrating the best practices of security with the responsible use of technology. The purpose of this policy is to provide guidance in the responsible use of overt and covert security and surveillance cameras on University premises, for the purpose of safety and security. Footage from the security cameras is continuously streamed via the University's computer network, 24 hours a day, 7 - days a week to password-protected servers.

OBJECTIVES

The principle objectives of the Abilene Christian University Police Security/Surveillance Camera program include:

- A. Enhancing safety.
- B. Preventing/deterring crime and public disorder.
- C. Reducing and removing the fear of crime.
- D. Identifying criminal activity.
- E. Identifying suspects.
- F. Identifying medical emergency calls
- G. Gathering evidence.
- H. Verification of intrusion or fire alarms.
- I. Reducing the cost and impact of crime to the University community.

PROCEDURES

- A. ACU Police will operate all security and surveillance cameras.

- B. Cameras may be operated either overtly or covertly, depending on the circumstances requiring their use.
- C. Camera control operators will monitor individuals solely based on reasonable suspicion.
- D. The ACU Police Department will store and maintain close control over all video and audio recordings, photographs, CD-R disks, and other records produced by security and/or surveillance cameras. These materials shall be available only to duly authorized officials of ACU and/or appropriate law enforcement agencies in connection with criminal investigations or criminal proceedings arising out of events shown on records produced by the equipment. Materials will also be made available to authorized agencies or persons upon receipt by the Police Department of a duly issued subpoena.
- E. Cameras may not be used to intrude upon the professional or personal lives of any member of the University community or surrounding private residents.
- F. ACU Police will make every attempt to limit camera positions and views of residential housing. Any view given to private or University owned housing will be no greater than what is available with unaided vision. Furthermore, the view of a residential housing facility must not violate the standard of “reasonable expectation of privacy.”
- G. Camera operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the Non-Discrimination Policy.
- H. Random operational audits of cameras and recording capability will be performed on a weekly basis by an ACU camera administrator.
- I. The ACU Police Department will monitor new developments in the relevant law and in security industry practices to ensure that security/surveillance monitoring at the University is consistent with the highest standards and protections.

CONFIDENTIALITY

Video monitoring shall be conducted in a professional, ethical and legal manner.

- A. Video surveillance for the purpose of monitoring offices, classrooms, public social areas, or sensitive areas should only occur in special circumstances, and this surveillance should further the policy’s principle objectives, which include the prevention/deterrence of illegal activity and the enhancement of safety.
- B. Recordings which are not related to, or of value to an investigation are to be kept strictly confidential.
- C. Video cameras shall not be purposefully directed through windows of any residential dwelling (including off campus private residences), or any non-university location where an individual has a reasonable expectation of privacy.

- D. Copies of recordings shall only be made for investigative and/or evidence purposes and shall be controlled by the Police Department.

SECURITY OF RECORDINGS

Information obtained through video monitoring shall be used exclusively for security and law enforcement purposes, and only be released in accordance with this policy.

- A. Video recordings shall be stored in a secure manner.
- B. No attempt shall be made to alter any part of a recording.
- C. When a recording is used as evidence, the name of the investigating officer, date and time of the recording shall be entered into an official police report.
- D. Release of recordings to the media for the purposes of identifying suspects, or crime prevention education requires the authorization of the Chief of Police.

RETENTION OF RECORDINGS

Recordings that do not contain evidence for investigation or prosecution purposes will be retained until such time the recording is recycled on the server. Recordings used for evidence will be destroyed following the court or university judicial proceeding and appeal period, if applicable.

APPROVAL AUTHORITY FOR USE OF SURVEILLANCE CAMERAS

The installation of security or surveillance cameras on the grounds of the university requires the approval of the Chief of Police.

Students residing in residence halls may not have an expectation of privacy in the hallways, lounges and other common areas due to security camera monitoring of these area for safety and security purposes.

REMOTE ACCESS TO THE SECURITY/SURVEILLANCE CAMERA PROGRAM

Remote video access to the ACUPD camera system is a service provided by the ACUPD to employees who demonstrate a business need for the service. Each user shall submit a request for remote access to the ACU Police Department. Each request is subject to approval by the ACUPD Chief of Police prior to access implementation by the ACUPD System Manager.

- A. Users of the Remote Video Access System shall ensure compliance with ACU Policy 420: Responsible use of Information and Technology. Users shall also ensure their actions comply with all requirements outlined in the ACU Employee Handbook Section 410: Standards of Conduct and Section 410.5: Code of Ethics.
- B. Users shall not share their logon information with anyone or allow another to use their logon information to access the system. Each user is solely responsible for all actions taken under their logon information.

- C. A violation of system security requirements will result in the immediate termination of remote video access privileges, removal from the remote video system and referral to the University for applicable administrative and/or disciplinary actions.
- D. All CCTV video recordings are controlled by ACUPD. Security of the system and video recordings shall be maintained at all times. Use of the Remote Video Access System is for **video review only**. At no time shall users create a copy, transfer a CCTV file to disk or other storage device, create and store a separate file of any system CCTV video recording. This includes recording screenshots or activity on any handheld smartphone or other recording device. Should a user require a copy of reviewed video, a request must be submitted to ACUPD, providing the start/end date & time, location and camera ID and the reason a copy is required. Only ACUPD will create copies of stored CCTV video.
- E. Due to the sensitive and private nature of the stored video recordings on the campus-wide CCTV system, any copying, sharing, or unauthorized use of an ACUPD video product may result in Civil and/or Criminal liability for the violator and the institution.