



The University of New Mexico School of Law

VIDEO SECURITY POLICY

December 2017

I. Purpose.

The University of New Mexico School of Law (UNM SOL) utilizes recorded video and live view surveillance to enhance the safety and security of the UNM SOL community. Specifically, the video security system is intended principally to deter crime, assist in criminal investigations, and provide information about facilities and safety emergencies outside of regular building hours. At the same time, protecting the privacy of community members remains of fundamental importance. The purpose of this policy is to ensure the achievement of these two principal objectives.

II. Applicability.

This Video Security Policy (“Policy”) applies to all video cameras installed by UNM SOL inside or outside of the UNM SOL facilities, with the following exceptions. This Policy will not apply to video cameras installed in classrooms primarily to view and record lectures and other presentations for educational purposes. (These are commonly known as “lecture-capture” cameras.) This Policy will also not apply to certain cameras installed principally to monitor IT facilities and secure UNM SOL data. Additional exceptions may be made on a case-by-case



basis upon recommendation of the Building and Safety Committee and with written approval of the UNM SOL Dean.

III. General Principles.

Video cameras may not be installed in locations where there is a reasonable expectation of privacy, such as restrooms or individual offices.

Video cameras will not be equipped for audio listening or recording. To the extent that any camera includes any audio capability, such capability will be disabled.

All video cameras will be located in plain view. Covert cameras are not permitted unless requested in writing by the UNM Police Department, subject to a defined purpose that is limited in scope and for a limited period of time, and approved in writing by the UNM SOL Dean.

The video security system shall not be used with the objective to assess the performance of UNM SOL faculty, staff, or students.

IV. Video Storage.

All video images will be transmitted via a secure virtual local area network (VLAN), according to specifications established in writing by the UNM SOL Information Technology Manager (“IT Manager”).

Video servers will be stored in a secure location accessible only by personnel authorized by the IT Manager.

Unless subject to valid court order or other legal requirement, the follow storage protocols will apply:



- During an academic semester, recorded video will be stored for ten calendar days.
- During breaks between academic semesters (e.g., during winter or summer breaks), recorded video will be stored for 30 calendar days.

V. Field of View.

Field of View for each security camera shall in general be defined by the technical capabilities of the individual camera consistent with the safety and security purposes of the video security system. Exceptions to this general policy may be made for areas of heightened privacy interests, such as entrances to clinical or counseling offices. For such areas of heightened privacy concerns, decisions to restrict a Field of View will be made on a case by case basis by the UNM SOL Dean, taking into account any written recommendations from the Building and Safety Committee and any significant and timely concerns expressed by members of the UNM SOL community. In no event shall any changes to focus or Field of View for any camera be implemented by any individual other than the IT Manager, the IT Manager's designee, or qualified contractors.

VI. Access to Live View and Recorded Video.

Absent a valid court order, judicial warrant, or other legal requirement, access to live view and recorded images will be authorized only for the following individuals:

1. The UNM SOL Dean
2. The UNM SOL Assistant Dean for Administrative Operations



3. The IT Manager
4. The UNM Chief of Police
5. The UNM SOL Library Director (for any video security camera operated within the UNM SOL library)
6. The Select Designees of the above individuals

The “Select Designees” referenced above may include officers of the UNM Police Department, employees of APIC or other contractors needed for proper maintenance and repair of the video security system, and staff of the UNM SOL Facilities office (including UNM SOL Facilities Coordinators).

All individuals with authorized access to live view or recorded video shall be required to read and sign a copy of this Video Security Policy before accessing live view or recorded video from the UNM SOL video security system. All such signed copies shall be submitted to and maintained by the IT Manager.

All individuals with authorized access to live view or recorded video shall receive training in the proper use and handling of live view and recorded video before obtaining access to live view or recorded video from the video security system. “Training,” for this purpose, shall be as identified by the IT Manager.

In each case where recorded video is accessed, the individual accessing the system shall keep a detailed record including name, access date and time, purpose, and any further use or distribution of data or information obtained from the recorded video. This detailed record shall be submitted to and maintained by the IT Manager.

All individuals who access live view or recorded video shall comply with all applicable laws, regulations, and policies, including the federal



Family Educational Rights and Privacy Act (FERPA); the New Mexico Inspection of Public Records Act (IPRA); and University Administrative Policy 2000 (Responsibility and Accountability for University Information and Transactions); Policy 2200 (Reporting Suspected Misconduct and Whistleblower Protection from Retaliation); Policy 2300 (Inspection of Public Records); and Policy 2520 (Computer Security Controls and Access to Sensitive and Protected Information). Any individual who violates requirements of applicable laws, regulations, and policies, including this Video Security Policy, may be subject to disciplinary action up to and including discharge.

VII. Procedures for Requesting Information from Recorded Video.

In general, requests for copies of recorded video shall be directed to UNM's Custodian of Public Records. Requests pursuant to court order, judicial warrant, or other legal authority shall be directed to the Office of University Counsel. Once the UNM SOL becomes aware of any request or demand for recorded video through these mechanisms, the requested video shall be preserved until its erasure or destruction is authorized by the Office of University Counsel. Other requests involving information from recorded video may be made by members of the UNM SOL community (students, staff, and faculty) and directed to the Assistant Dean for Administrative Operations. Upon such request, the Assistant Dean will immediately convene a committee of three members of the Building and Safety Committee, to include, if available, the IT Manager and the Building and Safety Committee Chair. The committee of three may convene in person or electronically, and will provide a recommendation to the UNM SOL Dean on the request. Any decision on the request will be made by the UNM SOL Dean in writing and conveyed immediately to the requestor. In exceptional circumstances (e.g., fire, flooding, or life-threatening circumstances), information from live view or recorded video may be authorized directly by the UNM



SOL Dean or his Select Designee, with written notice provided subsequently to the Building and Safety Committee.

VIII. Effective Date; Amendments; Appendices.

This Video Security Policy shall be effective on the date signed below by the UNM SOL Dean(s) and shall continue in force as long as the UNM SOL video security system remains in operation. This Video Security Policy may be amended from time to time, with all such amendments recommended by the Building and Safety Committee and approved in writing by the UNM SOL Dean. Appendices may also be added to this Policy with approval of the Building and Safety Committee.

Original copies and any signed amendments and approved appendices to this Video Security Policy shall be maintained by the Building and Safety Committee Chair. The same individual may be contacted for any questions regarding this Video Security Policy.



/Dean, UNM School of Law

12/1/17

Date



Dean, UNM School of Law

12/1/17

Date



For any authorized individual , before obtaining access to live view or recorded video: I have received and reviewed a copy of this Video Security Policy and agree to comply with all requirements stated herein.

_____ Name

_____ Date