



VALENCIA

Guidelines on Surveillance Cameras and Systems

The University of New Mexico–Valencia Branch is committed to enhancing the quality of life of the campus community by integrating the use of technology into its safety and security program. A key component is to utilize electronic security cameras and their recordings.

Administrative Policies and Procedures Manual – 6140 Video Security Systems, under the oversight of the Sr. VP of Finance and Administration, as well as the Chief of Police on the UNM Main Campus is the policy of record for camera use and access.

To maintain personal privacy in accordance with university policy, values and applicable laws, this policy establishes procedures and regulates the use of cameras that observe public or common areas.

General Practices:

1. The decision of whether to deploy security cameras and the specific placement of those cameras falls under the authority of the Director of Business Operations. These decisions will be based on risk assessments, safety concerns, vulnerabilities, and historical acts of criminal behavior. When developing strategies for camera installation and placement, security and risk pertaining to individual buildings, areas within a building, exterior spaces, and the overall university community are used as the primary factors.
2. Video cameras (and their recorded images) will not be used to monitor the conduct of faculty, staff, students, vendors, contractors, or other visitors

except as part of a legitimate investigation pertaining to conduct violating the law or University policy (usually resulting from a written complaint or report). While real-time viewing is not the typical use for security cameras, this policy does not prohibit (nor does it imply or promise) real-time viewing by authorized personnel.

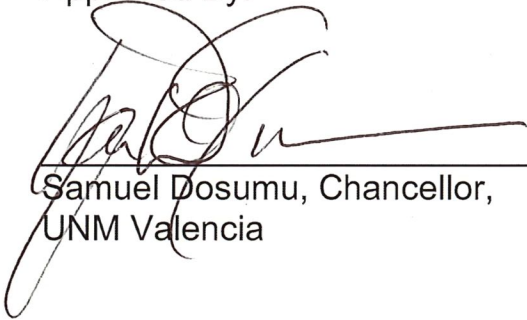
3. The live or "real-time" monitoring of security cameras will be limited. The Director of Business Operations has the authority to determine who will be permitted to view live video. Personnel given authorization to monitor cameras in real time must only utilize the systems consistent with this policy and applicable law. Violations of this policy or applicable law may result in disciplinary action.
4. All security cameras systems predating this Policy will be required to comply with this policy. Unapproved or nonconforming devices and/or systems, as well as access to systems under prior agreement will be removed.

C. ROLES AND RESPONSIBILITIES

1. The Director of Business Operations is responsible for the implementation of this policy and is authorized to oversee and coordinate the use of all University security cameras, including installation and monitoring.
2. In conjunction with The Valencia Campus Police Lieutenant, Chancellor, and possibly other departments such as Information Technology on the Valencia Campus, this policy will be reviewed regularly and amended as needed to meet emerging needs, contemporary standards in higher education, UAPP 6140, or changes in applicable law. Any changes in policy or practice will be reviewed and approved by the University Security Operations Director for compliance with university policy.
3. Recordings will reside on a secure Informational Technology server. The UNM-Valencia Director of Business Operations, UNM-Valencia Police and IT Manager will maintain control over these servers and their recording.
4. The Director of Business Operations is the person at UNM-Valencia primarily responsible for departmental compliance with this policy and will review requests for release of video recordings. No release will occur without consultation with the UNM Chief of Police, UNM Director of Security, and the UNM-Valencia Police Lieutenant, and University Counsel if applicable. The Director of Business Operations, in consult with the UNM-Valencia Police Lieutenant will review and determine camera locations to ensure that each fixed location camera conforms to this policy and will be responsible assuring privacy screens are in place when needed.

5. The UNM Director of Security will review all requests received by the UNM-Valencia Police Lieutenant to release recordings made under this policy. No release of recordings shall occur without authorization of the Director of Security and compliance with UAPP 6140. +

Approved By:



Samuel Dosumu, Chancellor,
UNM Valencia

Richard A. Goshorn

Richard A. Goshorn (Oct 17, 2023 18:46 MDT)

Richard Goshorn, Dir of Business Operations
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Director of Security Operations
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Final Audit Report

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