



VICE PRESIDENT FOR STUDENT AFFAIRS

VIDEO AND AUDIO RECORDING POLICY

RESPONSIBLE ADMINISTRATOR: CHIEF OF POLICE SERVICES

RESPONSIBLE OFFICE(S): POLICE SERVICES

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APPROVALS: APPROVED BY:

Juanita P. Fain signature and name: Juanita P. Fain, Vice President for Student Affairs

3/29/16 Date

APPROVED BY THE PRESIDENT:

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4-13-16 Date

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STATEMENT OF PURPOSE

Video and audio recording or surveillance, including closed circuit television (CCTV) and web-based systems, is a complex subject that has legal liability potential and requires standardized operating procedures to ensure compliance with the law and adherence to the intended use of the particular application.

The purpose of this policy is to regulate the installation, operation, viewing of recorded images, maintenance, and use of closed circuit television and other systems of surveillance video and audio recording equipment at the University of Nevada, Las Vegas (UNLV). This policy applies to all personnel, academic units, and departments of UNLV in the use of installed video cameras and audio surveillance equipment and related imaging technologies installed in public places, either indoors or outdoors, and also includes all installed audio recording and remote audio monitoring equipment on university owned, leased, or controlled properties.

ENTITIES AFFECTED BY THIS POLICY

This policy applies to all personnel, academic units, and departments of the university.

WHO SHOULD READ THIS POLICY

All UNLV personnel, students and others who work in or use space (including rented space) in university owned, leased, or controlled properties should read this policy.

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**POLICY**

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This policy regulates the installation, operation, use, and viewing/listening of all video and audio recording equipment at the University of Nevada, Las Vegas.

UNLV is committed to the free exchange of ideas and freedom of action that should be found at any institution of higher learning. At the same time, it is committed to the safety and security of those who visit, work, or study on its campuses and are involved in its activities. Thus, the use of audio and video recording equipment on campus shall be conducted so as to minimize the intrusion on the privacy of faculty, staff, students and visitors in their personal and professional activities.

UNLV must comply with the Nevada Revised Statutes<sup>1</sup> (NRS) and the Nevada System of Higher Education (NSHE) Board of Regents Handbook policy<sup>2</sup> concerning the use of covert video and audio surveillance equipment. Police chain of custody procedures must be followed for criminal investigations in accordance with established evidence protocols of the Clark County District Attorney's Office, the Nevada Attorney General's Office and of any other law enforcement agency as required for prosecution.

The utilization of installed audio and video recording equipment must meet one or more of the following objectives:

1. Enhance public safety and security, while reducing the costs incurred by UNLV in the promotion of campus security, and promote compliance with any federal and state statutes related to security.
2. Aid instruction and/or facilitate its delivery to remote locations, as well as enable video conferencing among remote sites.
3. Prevent, deter or halt criminal activity, and facilitate criminal investigations and police actions to safeguard citizens.
4. Help manage emergency response situations during natural and man-made disasters and to assist UNLV officials in providing services to the community.

This policy does not cover, and is not intended to restrict the use of:

1. Handheld, cell phone, web cams, or other portable video cameras used for personal reasons, including those used with computers for videoconferencing purposes;
2. UNLV-deployed video cameras used expressly to record public special events on campus;
3. Audio and video recording equipment employed for academic research uses or by employees of Police Services in the normal course of their public safety duties.
4. Audio and video technology in the execution of teaching, learning, and academic

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<sup>1</sup> Nevada Revised Statutes 396.970, <http://www.leg.state.nv.us/nrs/nrs-396.html#NRS396Sec970>

<sup>2</sup> Nevada System of Higher Education Board of Regents Handbook, Title 4, Chapter 1, Section 21, <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>

research projects.

Any of the above four exclusions may be reviewed by the Committee on Video Surveillance, as defined in this policy's procedures which are available on the UNLV Policies website <http://www.unlv.edu/policies>, if concerns are raised that an exclusion is or could be used in a manner that violates this policy.

Police Services must be contacted prior to the purchase of any audio or video recording equipment. Procurement must follow prescribed university purchasing procedures and Planning and Construction guidelines to ensure equipment is compatible with existing Police Services equipment. The cost of equipment, installation, maintenance, storage of recorded images, and the time of Police Services employees is the responsibility of the unit requesting the equipment.

Requests to view or listen to audio or video recordings are made to the chief of police services.

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**RELATED DOCUMENTS**

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Nevada Revised Statutes (NRS) 396.970

Nevada System of Higher Education Board of Regents Handbook, Title 4, Chapter 1, Section 21

Planning and Construction <https://www.unlv.edu/plancon/standards-contracts>, Tab A, Page A-10; Tab B, Section 3.7, Page B-38, Section 3.4, Page B-10 & 11; Tab C, Pages C-392-393.

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**CONTACTS**

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Police Services 702-895-3668

Police Services Chief of Police 702-895-2634

Police Services Assistant Chief of Police 702-895-5046

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**DEFINITIONS**

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**Closed circuit television (CCTV)** - A self-contained surveillance system comprising cameras, recorders and displays for monitoring activities such as in stores and public places to prevent crime.

**Networked cameras** - Digital camera commonly used for surveillance. Network cameras are the successor to the analog-based closed-circuit TV (CCTV) systems that have been widely used for decades, but instead of a dedicated network, they use the office Wi-Fi or Ethernet network, which also provides Internet access. Also called an IP (Internet protocol) camera.