



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Chief Marty Williamson

Date: November 4, 2016

Subj: Viewing of Campus Camera Footage

Directive 16-8 Interim Directive Pending CSU Policy. Viewing of Camera Footage.

CSUB has installed cameras on the campus as additional tools to provide safety, security, and aid in the investigation of criminal acts on the CSUB campus. Most cameras are in general public areas and a limited number are inside buildings with a few within offices.

Even though UPD has monitors that can display the camera views within the communications center, these cameras are not monitored by UPD. They are recorded via a server and depending on the overall load of cameras recording, the intended storage of the recorded footage is targeted to be no less than 60 days. At different times, recordings may be available for a longer period, depending on storage capability at that specific time.

The reviewing of recorded footage is prohibited except for the following:

Sworn UPD Officers and Dispatchers may review footage to investigate a crime or suspicious circumstances that has recently been reported to UPD.

Officers may review footage as part of the follow up to an investigation with approval from a sergeant or above.

At no time will UPD staff review footage from an office or private area. In order to view the private or office footage, permission via the Chief of Police must be obtained before viewing. Private areas are considered an office area or a work area not generally open to the public. Depending on the circumstances, the Chief of Police should consult with H.R. AVP before authorizing viewing of private areas.

Supervisors will not review CCTV recordings for the purpose of searching for violations of policy not related to a specific incident or complaint.

Copying of the CCTV recordings are prohibited except for an immediate need for an investigation of a crime that has recently occurred unless approved by the Chief of Police. Copies can include the photographing of an image from a monitor or using the master control to download images onto a thumb drive or other device.

At NO time is anyone other than authorized UPD Officers or Dispatchers to view recorded footage unless approved by the Chief of Police.

The footage is considered to be restricted unless there is a law enforcement need or approved by the VP of BAS.

Any review of footage will be recorded in a log book with date, time, justification for viewing, person(s) viewing. If an approval is needed, the approving supervisor. On a regular basis, the Administrative Lt. will review the log to insure compliance with this directive as to the need and persons authorized. Periodically, the Chief of Police will also review the log.

Please do not hesitate if you have any questions.

