

Procedure Number: **OPS - 014**
Procedure: **Security Monitored Alarms and CCTV Coverage**
References: Call Out Book and Quick Reference Flips
Approved By: Kenneth A. Willett Director, Office of Public Safety

PROCEDURE

Security alarms are a proven electronic means of emergency communication and they provide an improved level of protection for state property. The Office of Public Safety must be contacted prior to any installation or activation of security alarm systems. The Public Safety Director must be in agreement with all installations or contracts. Monitoring and responding to alarm activations will be withheld until these requirements have been met. Installations requiring modification to a campus building must be reviewed and approved by Facilities Services. The department making the request will cover all costs of installation. A department may not contract for off campus security alarm service until an approval to proceed has been given by the Office of Public Safety.

The campus is a public institution and is open to the public during the day and evening hours when classes are in session. After these hours, buildings are locked and only faculty, staff, and students with proper identification are allowed admittance. The Office of Public Safety provides regular patrol of the grounds, buildings, and parking lots.

The Office of Public Safety encourages all students and members of the faculty and staff to be involved in campus crime prevention. The best security system is one in which every member of the community takes personal responsibility for self-protection, the protection of their property, and community awareness and active participation to benefit the welfare of all community members.

The University of Montana is committed to enhancing the University Community's quality of life by integrating the best practices of security with the responsible use of technology.

1. Purpose:

The purpose of this policy is to provide guidance in the responsible use of overt closed circuit television (CCTV) on University premises, for the purpose of safety and security.

2. Objectives:

The principle objectives of CCTV program include:

- CCTV coverage and recording twenty-four hours a day each day of the year;
- Enhancing safety;
- Preventing/detering crime and public disorder;
- Reducing and removing the fear of crime;
- Identifying criminal activity;
- Identifying suspects;
- Gathering evidence;
- Reducing the cost and impact of crime to the University community;
- Endeavoring to use the least intrusive CCTV coverage which will still fulfill this policy's requirements;
- Improving the allocation and deployment of Office of Public Safety enforcement assets.

3. Roles and Responsibilities:

- a. The University Office of Public Safety is responsible for the CCTV surveillance program.
- b. University Office of Public Safety will invite the Office of Student Affairs in accordance with the CCTV program, to provide advice in regard to the CCTV surveillance.
- c. Office of Public Safety will freely exchange information, including any surveillance camera recordings with City of Missoula Police Dept, Missoula County Sheriff's Department or other law enforcement agencies as required for the purpose of investigation of an offence.
- d. Facilities Services will be responsible for transmission of data between cameras and the monitoring station.
- e. Facilities Services will be responsible for the maintenance of all cameras, except those owned by individual departments or agencies.
- f. Office of Public Safety will be responsible for recording all monitored activity, and the secure storage of data recordings. Exception: Residence Life.
- g. Office of Public Safety will be responsible for ensuring that the implementation and operation of each camera complies with this policy.
- h. Office of Public Safety will be responsible for ensuring appropriate signage as required, including signage in areas monitored by CCTV cameras.

4. Camera Monitoring:

- a. Cameras will record only, and generally will not be monitored.

5. Protocol:*A. Confidentiality:*

1. Video recording and/or monitoring of University premises shall be conducted in a professional, ethical and legal manner;
2. Video surveillance for the purpose of monitoring work areas, 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;
3. Recordings which are not related to, or of value to an investigation are to be kept strictly confidential;
4. Video cameras shall not be directed through windows of a residential dwelling (including a university residence), or any non-university location where an individual has a reasonable expectation of privacy;
5. Copies of recordings shall only be made for investigative and/or evidence purposes and shall be controlled by Office of Public Safety.

B. Security:

1. Information obtained through video monitoring shall be used exclusively for security and law enforcement purposes, and only be released in accordance with this policy;
2. Video recordings shall be stored in a secure manner;
3. No attempt shall be made to alter any part of a recording;
4. When a recording is used as evidence, the name of the investigating officer and date and time of removal/copy shall be recorded and retained in a logbook.

C. Retention of Recordings:

Digital recordings that do not contain evidence for investigation or prosecution purposes will be retained until they exceed capacity of the recorder Auto deletion may then occur. Recorded copy used for evidence will be destroyed following the court proceeding and appeal period.

D. Application Procedures:

Each department requiring a public safety officer to respond to their alarm; must provide the Office of Public Safety with a written list of individuals to be contacted in case of an actual alarm or system failure. The department must provide special instructions on alarm location, how alarm system is installed and how to silence and reset the system. There is a one-time \$10.00 activation fee required at this time. Payment shall be made to the Office of Public Safety. There are no costly monthly service charges; the cost for the officer's response to alarm activation will be based upon the officer shop rate times the duration of the call. (Minimum charge of ½ hour) The charges will be billed to the account designated by the requesting department.

E. Operational Coverage:

Areas covered by include Griz Card security access, security points covered by campus owned monitoring equipment, all CCTV installations, which report to campus, dispatch and any private alarm systems approved to report to campus dispatch. All systems must maintain 48-hour repair service. Systems that transmit nuisance alarms (three false alarms without explanation) will have a notice sent to the owner to correct the problem or disconnect the system. All new construction will be reviewed by Facilities Services to ensure that exterior entry doors are wired for electronic monitoring and Griz Card access. Complete one security alarm request form for each installation. (See attached form)

6. Approval:

The installation of CCTV devices requires the approval of the Public Safety Director.

**OFFICE OF PUBLIC SAFETY
THE UNIVERSITY OF MONTANA
SECURITY ALARM MONITORING REQUEST**

1. Building where alarm is located _____

2. Room or Location to be monitored _____

3. Location of alarm panel _____

4. Special instructions for the responding officer _____

5. Primary and Secondary Responders:

NAME: _____ NAME: _____

TITLE: _____ TITLE: _____

OFFICE #: _____ OFFICE #: _____

HOME #: _____ HOME #: _____

CODE NAME: _____ CODE NAME: _____

6. Other Information or Instructions requested: _____

REQUESTER: _____ ACCOUNT CODE: _____

INSTALLER: _____

FS APPROVAL _____

PUBLIC SAFETY APPROVAL: _____

DATE: _____