

California State University, Fresno Association, Inc. Policy on Use of Audio and Video Surveillance Systems

In an effort to promote employee safety and enhance security, the California State University, Fresno Association, Inc. ("Association") may elect to use audio and/or video surveillance technology (temporary or permanently installed) within and surrounding any or all of its facilities, offices or operations. Under no circumstances shall the contents of any captured video images be exploited for purposes of profit, commercial publication or distribution.

In order to mitigate the opportunity for interference with individual privacy rights, this policy is established to define the approval process, and the viewing, retention and destruction of the recorded media.

Approval Process

1. Requests for use of audio or video surveillance technology in any building or facility leased or owned by the Association need to be submitted to the Executive Director of Auxiliary Services ("Executive Director"). The request shall include the proposed location of the surveillance equipment (including but not limited to cameras and monitors), location of secure storage for media, and a media retention schedule.
2. The Executive Director, in consultation with the University Police Department, will approve or disapprove the request.
3. The Executive Director will update the Association Board of Directors or Executive Committee at their next available meeting on the Association's use of surveillance equipment.

Notification of Recording

Employees will be informed that such technology is, may be or will be utilized by the Association prior to its activation. Notices shall be placed in recorded areas to alert visitors and employees that the area may be under surveillance.

Viewing of Recorded Media

Only individuals having a legitimate need to view the live images or recorded media may be permitted to do so. The Unit Director(s), the Executive Director and the Association's Director of Human Resources and Staff Counsel (as necessary) shall view the media. Other individuals having legitimate need, including University Police and University Risk Management, may be permitted to view the media upon the advance written approval of the Executive Director, with the exception that the media may be directly provided to a third party in compliance with a court order or subpoena.

Legitimate need includes but is not limited to 1) reviewing the circumstances of a crime or suspected crime, and 2) reviewing the circumstances of an accident or near-accident. The Executive Director will determine if legitimate need has been demonstrated. Images or data contained on the media shall be treated as confidential.

If a crime is reported, authorized members of the University Police Department may review the media to determine if it contains evidence. If it is determined to contain evidence, the media will be maintained according to police procedures.

Monitoring of events shall occur only on the premises or place of business of the California State University, Fresno Association Inc., and no other location without the advance written approval of the Executive Director.

Retention Period for Recorded Media

Video surveillance media should be kept for a reasonable period that would allow enough time for the public to report a crime or an accident. Recorded media that does not contain evidence of a crime or accident may be maintained for a maximum of thirty (30) days. The recorded media should be stored in a secure location. Once the end of the retention period is reached, the media will be destroyed or recycled.

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