



## **OP 91.315: ELECTRONIC SAFETY AND SECURITY**

### **SCOPE**

This policy applies to access control systems, video and electronic surveillance systems that monitor or record Mississippi State University facilities and/or faculty, staff, students and visitors using those facilities. The purpose of this policy is to provide uniform guidelines for the use of electronic safety and security systems on the Starkville, College Park and Riley campuses of Mississippi State University.

### **EXCLUSIONS**

This policy does not apply to video used by or for:

- a. Non-surveillance purposes. Examples of non-surveillance video recordings include, but are not limited to, video recordings made for:
  1. Instructional, academic, or artistic purposes
  2. Capturing public events and performances
  3. Recording promotional or news events
  4. Convenience such as weather or construction viewing
  5. Video conferencing
  6. University research purposes
  7. Patient care or medical treatment
- b. The Mississippi State University Police Department (MSU PD). MSU PD is authorized to utilize video surveillance as necessary to fulfill their mission and responsibility as a law enforcement agency.

### **POLICY**

It is the policy of Mississippi State University (MSU) to allow the MSU Police Department to use electronic access control, surveillance cameras and security systems to deter criminal activity and aid in the investigation of its occurrence. Mississippi State University is committed to protecting the safety and property of our community by promoting a secure campus environment through the use of electronic safety and security systems in a professional and ethical manner in accordance with University policy and local, state and federal laws and regulations.

Virtual or “fake” surveillance cameras are prohibited.

### **PROCEDURE**

- a. Approval and Installation:
  1. New or replacement electronic safety and security system equipment shall only be installed and operated following prior review and written approval by the

Mississippi State University Police Department's Office of Life Safety or the Electronic Safety and Security Committee.

2. Electronic Safety and Security System Project Request form will be submitted to request a review.
- b. Inventory and Documentation:
1. The Office of Life Safety shall maintain a master inventory and associated documentation of all existing and approved electronic safety and security systems, equipment and authorizations.
- c. Management and Operation:
1. Electronic safety and security systems installation, administration and management will be centralized and coordinated by the Office of Life Safety and the Chief of Police.
  2. MSU Police Department and the Office of Life Safety will operate the access control system and surveillance cameras or provide direct supervision of the use of such equipment by other departmental representative.
  3. Evaluation of incidents with respect to camera placement will be completed annually by the MSU Police Department and the Office of Life Safety.
  4. Maintenance and testing will be the responsibility of the Office of Life Safety.
  5. Departmental request for system operators, using the Electronic Safety and Security Operator request form, will be submitted to the Electronic Safety and Security Committee. Operators will be trained on the technical, legal and ethical use of video surveillance systems and perform their duties in accordance with this policy. All faculty, staff and students with access to electronic safety and security systems will be required to sign a confidentiality statement to prevent unauthorized disclosure.
- d. Storage and Retention:
1. Surveillance images and access control logs will be stored in a secure data center to provide security controls and protection against unauthorized access, modification, duplication or destruction. Surveillance images and access control logs will be retained according to University policy and applicable state laws. Surveillance images and access control logs used in investigations will be retained longer than 90 days.
- e. External release of footage:
1. The MSU Police Department will maintain close control over recorded images produced by surveillance cameras over which they have control.
  2. These images shall be available only to duly authorized officials of MSU operating within the course and scope of their official university duties.
  3. Materials will also be made available to authorized agencies or persons upon receipt by the MSU Police Department of a duly issued subpoena or as otherwise required by law.
  4. Any other release of footage will need approval of the Electronic Safety and Security Committee.

## **EQUIPMENT TAMPERING**

Tampering with electronic safety and security systems may result in a fine as established by the Electronic Safety and Security Committee and/or disciplinary/employment action to the person(s) responsible. Tampering includes any activity that inhibits the functionality of video surveillance cameras or preventing access control doors from locking properly.

## **REVIEW**

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

**REVIEWED BY:**

/s/ Regina Hyatt  
Vice President for Student Affairs

09/25/2017  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

09/25/2017  
Date

/s/ Joan Lucas  
General Counsel

09/25/2017  
Date

**APPROVED:**

/s/ Mark Keenum  
President

09/26/2017  
Date