

UW Whitewater Police



Security Cameras

Special Instructions: CALEA 91.1.7	Number: 91.1.7	No. Pages: 3
Approved By: Chief Kiederlen	Effective Date: 9/22/2023	Revised Date: N/A

I. Purpose

The purpose of this policy is to explain the role that the UW-Whitewater Police Department has with the UW-Whitewater Camera system.

II. Definitions

Camera Trailers: These are mobile trailers that are owned by the UW-Whitewater Police Department and are deployed to cover open areas on campus not covered by the video surveillance system.

Covert Cameras: These are small hidden cameras that are owned by the UW-Whitewater Police Department and used for specific instances in areas not covered by the video surveillance system.

Video Surveillance System: These are permanently mounted cameras placed at both the Whitewater and Rock County campuses. This system is not owned by the Police Department and is maintained by the appropriate building maintenance department and Information Technology Services (ITS).

III. Policy

It is the policy of the UW-Whitewater Police Department to use the cameras to first, deter crime from occurring and secondly, to be able to identify suspects, or the facts of crime, that occur on the UW-Whitewater campuses.

IV. Procedure

- A. The following is the UW-Whitewater Campus Policy on Video Surveillance
 1. The UW-Whitewater Police Department will follow the policy set forth by ITS for the video surveillance system.

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2. The Chief of Police is the person responsible for the final approval of any new cameras to be installed on the UW-Whitewater campus. On the UW-Whitewater at Rock Campus, this is done with Rock County, as they are the owners of the facilities/buildings on this campus.

B. Assessing Conditions for Camera Locations

1. The police department may be consulted when determining the location of new cameras. Generally, the department or division in charge of the building or area determines the location. In most cases, cameras are installed at entry points and in elevators to capture images of anyone entering and leaving the building. If the building has sensitive areas, such as an art gallery, then extra cameras may be placed in those areas to cover them.
2. UW-Whitewater Police Department will send staff to assist in determining the location of the cameras if requested.

C. Conditions and Responsibilities for Monitoring Cameras and Responding to Potential Incidents

1. The camera system at the UW-Whitewater campuses is not normally monitored live.
2. During large events or under special circumstances, cameras may be monitored live to give the police department instant access to vehicle and crowd movements.
3. If a crime or potential crime occurs, an officer is assigned to take information from the complainant and then will use the archive abilities of the camera system to view the footage.

D. Establishing a Media Retention Schedule and Security Access Protocols

1. The media retention schedule for camera footage not deemed evidence is at least 30 days.
2. Access to the system is controlled by the Video Surveillance Policy, but generally a department or division is only granted access to cameras in their area of responsibility.
3. If outside law enforcement agencies request access to the system, a police officer will be assigned to assist the outside law enforcement agency.
4. Information Technology Services (ITS) is the Custodian of Records for all video surveillance system cameras. The Police Department is the Custodian of Records for the covert cameras and camera trailers.

E. Maintenance and Testing Responsibility

1. The department or division that installs the cameras is responsible for the maintenance and testing of the cameras. They work with Information Technology Services (ITS) and the appropriate maintenance department to fix any issues.
2. Under the direction of the Chief of Police, cameras on the video surveillance system will be periodically reviewed to make sure they are functional and properly positioned.

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F. Training of Employees

1. Upon hire all new UW-Whitewater staff responsible for camera access will be trained on the system and periodical updates will be done as needed.

F. Annual Reevaluation of Incident and Camera Locations

1. Annually, during the first quarter of each year, the Chief of Police or Designee will assign staff to do an assessment of all camera locations on the two campuses. This assessment will identify issues with current cameras as well as suggest new camera locations and updates to equipment.

G. Request to review recordings will be handled by a police officer as described above and any release of camera data is controlled by the Custodian of Records for the appropriate department according to the policies and WI Public Records Laws.