



**UCCS CAMPUS POLICY**

**Policy Title: UCCS Security Video System**

**Policy Number: 100-023**

**Policy Functional Area: ADMINISTRATION**

Effective: [March 9<sup>TBD</sup>](#), 2026

Approved by: Jennifer Sobanet, Chancellor

Responsible Vice Chancellor: Vice Chancellor for Administration and Finance

Office of Primary Responsibility: Department of Public Safety

Policy Primary Contact: Department of Public Safety 719-255-3111

Supersedes: N/A

Last Reviewed/Updated: N/A

Applies to: Administration, Faculty, Staff, Students

Reason for Policy: This policy provides guidance for the placement and monitoring of Department of Public Safety security camera video cameras, as well as the storage and release of captured images.

## I. INTRODUCTION

The University of Colorado Colorado Springs is committed to the use of reasonable measures to mitigate potential threats and improve solvability factors related to crime on our campus. A critical component that assists in this endeavor is the use of security video cameras and other image capture tools.

## II. POLICY STATEMENT

The University of Colorado Colorado Springs utilizes live view and recorded security cameras on its properties for the express purposes of crime deterrence and asset protection, to assist in criminal investigations, and to facilitate and enhance general safety measures on campus. To that end, video cameras should be utilized only in areas where an individual does not have a reasonable expectation of privacy. Security cameras in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

### A. Security Camera Advisory Committee

The University designates the Security Camera Advisory Committee (Committee) and charges the Committee with assisting the Vice Chancellor for Administration and Finance in the areas referenced below. Members include representation from UCCS Public Safety, University Counsel, Office of Information Technology, VCEMSA or delegate, Executive Director of Auxiliary Services, Executive Director of Facilities, Executive Director of Parking and Transportation Services, Faculty representative as

designated by Faculty Assembly, Student representative as designated by SGA, and *ad hoc* members will be added as needed.

## B. Placement and Monitoring

1. Camera placement will be guided by the underlying purpose or strategy associated with the overall security plan. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.
2. Cameras shall only record video images. Please note that special consideration will be needed for any requests that include audio recordings. Recorded images may be used for a variety of purposes, including criminal investigations, and monitoring of activity around high-value or high-threat areas. The security camera system may be useful for the following purposes; those can include but are not limited to:
  - a. To prevent, deter and identify criminal activity.
  - b. To target identified areas of gang and narcotics complaints or activity.
  - c. To respond to critical incidents.
  - d. To assist in identifying, apprehending, and prosecuting offenders.
  - e. To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
  - f. To augment resources in a cost-effective manner.
  - g. To monitor pedestrian and vehicle traffic activity.
  - h. To aid in the student judicial process.
3. Images will be transmitted to designated monitors approved by the Security Camera Advisory Committee.
4. Only campus approved cameras and associated equipment shall be utilized.
5. Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.
6. Camera placement will comply with federal and state laws and university policy regarding nondiscrimination and harassment.
7. Cameras may be installed in locations where University employees are engaged in a work environment or action to mitigate potential crime, protect University assets and/or improve safety. Cameras will not be accessible to managers for viewing the performance of their employees unless approved by Human Resources, in consultation with the Office of University Counsel.
8. There may be other cameras used on campus that are not considered security cameras and are not subject to this policy, but rather to departmental requirements and procedures.
9. [Emergency Deployment. The Department of Public Safety may, notwithstanding standard approval processes, unilaterally deploy temporary emergency video recording equipment, with or without audio, when exigent circumstances present an immediate threat to life, safety, property, or University operations.](#)

Such deployments must be limited in scope and duration, comply with applicable law and University policy, and adhere to established privacy and placement restrictions, including use only in areas without a reasonable expectation of privacy.

8. The Department of Public Safety shall document the justification, location, capabilities (including audio, if used), and duration of the deployment, and will provide a timely post-use report to the Security Camera Advisory Committee for review.

C. Media Storage & Retention Policy

1. All media will be stored in a secure area with access restricted to authorized persons.
2. Recordings not otherwise needed for official purposes shall be retained in accordance with retention periods established by the Security Camera Advisory Committee, which may vary by camera based on functional objectives, operational needs, and applicable law.
- ~~1.3. In the absence of a specifically established retention period, recordings shall be retained for 14 days, after which they will be overwritten unless otherwise retained for official purposes.~~
- ~~2. Recordings not otherwise needed for official reasons shall be retained for a 14-day period. The media will record over itself after that period if not otherwise retained. If the University needs to retain a recording, it shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.~~

D. Release of Video Images

1. The review or the release of video images shall be done in compliance with the Colorado Criminal Justice Records Act (CCJRA) as described in Colorado Revised Statutes 24-72-301 through 24-72-305. Requests can be made at: <https://police.uccs.edu/reports/forms>.

E. Oversight

1. A log should be maintained at all locations where security camera monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the security cameras. The logs should, at a minimum, contain the following information:
  - a. Date and time access was given.
  - b. Name and agency of the person being given access to the images.
  - c. Name of person authorizing access
  - d. Identifiable portion of images viewed.
2. Video Surveillance Audit
  - a. The Security Camera Advisory Committee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

- b. The results of each review shall be appropriately documented and maintained by the Security Camera Advisory Committee or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

F. Training

1. All users approved by the Security Camera Advisory Committee shall receive appropriate training. Training will include guidance on how to use the approved security camera system, applicable state law regarding the misuse of recording devices such as security cameras and this policy.

### III. KEY WORDS

- A. Security Camera: A stationary camera that records images in or outside a building or in a public place, in order to prevent or help solve crime or campus policy violations.

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

1. [APS 2006 – Retention of University Records](#)
2. [IT Security](#)
3. [Student Code of Conduct](#)

B. Procedures

1. N/A

C. Forms

1. [Camera Request Form](#)
2. [Record Request Form](#)

D. Guidelines

1. N/A

E. Other Resources (i.e. training, secondary contact information)

1. N/A

F. Frequently Asked Questions (FAQs)

1. N/A

### V. HISTORY

Initial policy approval [March 9 TBD, 2026](#)