

POLICY 1.42 – Video Monitoring

Policy Category: General

Effective Date: September 25, 2007

Supersedes: (NEW)

g o n c i e r o t i n o m

APPLICATION

2.00 In this Policy video monitoring means the use of cameras for the purpose of monitoring any part of the campus of The University of Western Ontario or off-campus sites owned or controlled by The University of Western Ontario. Cameras shall be deemed to include any device capable of capturing and/or recording images.

PRINCIPLES

3.00 Cameras may be used for video monitoring in accordance with this Policy.

4.00 Video monitoring may be used for purposes relating to safety of individuals and security of buildings and property. In furtherance of these purposes, video monitoring will be used to:

- a) monitor building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, other high risk activity areas;
- b) monitor Access Control Systems;
- c) monitor and record restricted access transactions at entrances to buildings and other areas;
- d) verify security alarms, intrusion alarms, exit door controls, hold-up alarms;
- e) conduct video patrols of public areas, transit stops, parking lots, public streets (enclosed and unenclosed), shopping areas and vehicle intersections, etc.;
- f) conduct criminal investigations;
- g) monitor pedestrian and vehicular traffic activity.

5.00 Notwithstanding 4.00, video monitoring for the following purposes is not subject to the provisions of this Policy:

- a) where it is being used as part of the teaching or research responsibilities of a member of the academic staff of the University; or
- b) where there are reasonable grounds to believe that an employee is engaged in misconduct in the course of his or her employment activities. The Director of Western Special Constable Service (WSCS) shall be consulted prior to the use of video monitoring as part of any investigation.

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- 6.00 Subject to this Policy, video monitoring shall not be installed to monitor employee performance.
- 7.00 Video monitoring under this Policy shall be conducted in accordance with the following principles:
- 7.01 Video monitoring must be conducted in accordance with the laws of Ontario and Canada;
 - 7.02 Video monitoring and recording must be conducted in a professional, ethical and legal manner;
 - 7.03 Staff who monitor cameras must be appropriately trained and supervised in the responsible use of the cameras and recording equipment;
 - 7.04 Staff who monitor cameras must receive a copy of this Policy and the procedures developed under this Policy and provide written acknowledgment that they have read and understood their contents;
 - 7.05 The recording medium must be handled in a manner that provides continuity and security of the recorded information;
 - 7.06 All recorded information shall be retained for a period set out in the procedures approved by the Video Monitoring Committee.

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25.00 WSCS is responsible for initial response to any suspicious activity that is observed or reported.

26.00 WSCS will conduct regular audits to assess compliance with this Policy.

PUBLIC NOTICE AND SIGNAGE

27.00