A. Purpose

To establish guidelines concerning the use of cameras as security/surveillance devices.

B. Policy

It is the responsibility of the Department of Public Safety, Medical University of South Carolina to provide a secure and orderly environment for its students, staff, patients, and guests. The Department of Public Safety is authorized to use still cameras or video recording equipment to record events and monitor areas in and around the campus in an effort to provide for a more proactive approach to campus and public safety and at any other time. The Director of Public Safety or his designee(s) may periodically employ such technology when a suspect activity is likely to result in violation of law (Federal, State, County, or City), or violation of the Medical University of South Carolina regulations, policies, or procedures, as well. (CALEA 91.1.8.a)

C. Procedure

1. Use (CALEA 91.1.8.a)

   a. Cameras may be operated either overtly or covertly, depending on the circumstances required in their use.

      1) In the case of demonstrations, protests, and similar situations, use of this equipment will be overt, partly as a means of preventing illegal acts.
2) In the case of surveillance operations the use of this equipment will be covert.

3) Temporary installations require prior approval from the Director in writing (see Policy and Procedure #88 (Criminal Intelligence). (CALEA 42.1.6.d)

b. Cameras may be permanently mounted or operated from either remote locations or by automated devices.

c. In all cases where the use of cameras has been authorized by the Director of Public Safety, only police personnel or persons under the direct supervision of the Director or the Directors designee, will operate this equipment. (CALEA 91.1.8.b)

2. Video Equipment

a. The Department of Public Safety maintains video equipment at locations on the Medical University campus or in such campus buildings where the use of this equipment will contribute to the safety of persons and/or the protection of property of persons or the State of South Carolina. The Director or designates are authorized to use video equipment to record those events which may result in violation of law or MUSC regulations.

3. Storage and Control

a. The Department of Public Safety shall store and maintain close control over all prints, transparencies, video and audio tapes taken or recorded by its members under color of employment. (CALEA 91.1.8.c)

1) Security Monitoring Digital Video are maintained for up to 30 days at which time they are re-used. (CALEA 91.1.8.c)

2) Investigative Surveillance Prints, Transparencies, and audio tapes:

a) Those items not entered immediately into evidence and stored in the evidence locker, are maintained in the office of the Investigator. These items are maintained for the duration of the investigation, at which time they are entered into evidence, destroyed, or re-used depending on the material contained on the tapes and the determination of the Investigator.
b. These materials shall be available only to duly authorized officials of MUSC and appropriate law enforcement agencies. This material shall be used by MUSC only in connection with: \textit{(CALEA 91.1.8.g)}

1) disciplinary proceedings against student(s) or personnel actions against employee(s);

2) civil suit by MUSC against person(s) whose activities are shown on tape or film and which are the basis for the suit; or

3) any other action taken by MUSC in which the film or tape is necessary as evidence in the action; or shall be made available for use by law enforcement agencies in connection with criminal proceedings arising out of events shown on the film or tape.

c. This material shall also be made available to authorized agencies or persons upon receipt by the office of Public Safety of a duly-issued subpoena.

4. The Information Technology division will check the cameras on campus on a weekly basis. \textit{(CALEA 91.1.8.d)}

5. When an incident occurs, it will be determined at that time whether a camera needs to be re-positioned or have a camera installed. \textit{(CALEA91.1.8.f)}

D. \textbf{Request for Use of Specialized Intelligence Gathering Equipment by an Outside Law Enforcement Agency}

1. When an outside law enforcement agency requests the use of Specialized Intelligence Gathering Equipment the following must be accomplished:

   a. The agency must request in writing to the Director or his designee for review and approval.

   b. Approval must be granted in writing prior to any equipment being installed or custody granted.

   c. Only the Director or his designee can grant such a request.

   d. Each request will be considered on a case by case basis and the fact that the requestor is a representative of a law enforcement agency will not guarantee approval by its self.
1) Reasonable suspicion must exist that a crime has been or will be committed at the location specified.

2) The requestor must receive a copy of The Department of Public Safety, Medical University of South Carolina’s Policy and Procedure #95 (Use of Cameras as Security/Surveillance Devices) and initials indicating understand and compliance with this policy; or

3) The requesting department must have a policy governing the use of Specialized Intelligence Gathering Equipment separate form that of the Department of Public Safety, Medical University of South Carolina’s Policy and Procedure #95. This policy must be attached to the PSD-149 and must be approved by the Director or his designee.

e. The requests will be maintained in a separate file located in the Investigators office.

E. Training

Dispatchers will be trained on the use of the security cameras during their FTO training. Investigators will be trained on the use of the security cameras during their trial period time in that position. (CALEA 91.1.8.e)

Attachments:

Attachment #1 - PSD-64 (Authorization for the Installation of Specialized Intelligence Gathering Equipment)
The following specialized intelligence gathering equipment will be installed at _____________________________, in an attempt to identify a criminal suspect and/or confirm criminal activity.

Equipment to be installed:

Inception date: ________________ Termination date:

Date approved:

Director Intelligence Coordinator