



**BOISE STATE UNIVERSITY**

University Policy 12140

## Public Safety Camera Systems

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### **Effective Date**

September 2015

### **Revision Date**

May 30, 2025

### **Responsible Party**

Department of Public Safety, (208) 426-6911

### **Scope and Audience**

This policy applies to all faculty, staff, students, and campus units within the University.

This policy does not apply to audio or video content used for non-security purposes such as research with human subjects, animals, classroom capture, video conferencing, public events or performances, or third-party building operators.

### **Additional Authority**

- Idaho Code Title 74 Chapter 1 (Public Records Act)
  - University Policy 1020 (Public Records Management)
  - University Policy 1030 (Litigation Hold)
  - University Policy 1040 (Public Records Requests)
  - University Policy 1060 (Non-discrimination and Anti-harassment)
  - University Policy 1065 (Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking)
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## 1. Policy Purpose

To regulate and centralize the use of Public Safety Camera Systems used to observe and record public and Personal Areas.

## 2. Policy Statement

Boise State University is committed to providing a safe and secure campus while safeguarding the privacy of its campus community members. The primary use of Public Safety Cameras is to record video images for use by law enforcement, the Department of Public Safety, and other University officials charged with investigating alleged violations of University policy. Any interception, duplication, transmission, or other diversion of Content for purposes other than what is authorized by this policy is prohibited. The existence of this policy does not imply or guarantee security cameras will be monitored in real-time continuously or otherwise.

Lecture capture systems, video conferences, ATM machine cameras, and video recordings of test subjects in research situations and other academic/research-related recordings are generally exempt from this policy.

## 3. Definitions

### 3.1 Camera Access Users

Individuals within campus units who are designated by the Department of Public Safety and are granted limited access to the Public Safety Camera System with some ability to view and/or record limited Content.

### 3.2 Content

All information, whether audio or video, captured by a Public Safety Camera System. This includes system logs, stills, snapshots, stop action, and video images, whether transient, displayed, or recorded.

### 3.3 Personal Areas

A location where a reasonable person would expect privacy, such as residence hall living quarters, public restrooms, locker rooms, or other areas as defined by law.

### 3.4 Public Safety Camera Systems

A fixed or moveable camera used for monitoring or recording public and Personal Areas for the purposes of enhancing public safety, discouraging theft and other criminal activities, monitoring

ingress and egress, and investigating University policy violations. It includes the camera's Content and any physical spaces, electronic services, software, or hardware directly supporting or deploying the camera.

## **4. Responsibilities and Procedures**

### **4.1 Emergency Situations**

During emergency situations, the Associate Vice President for Public Safety will:

- a. Consult on and authorize Public Safety Camera System installations in the following situations:
  - When it is required for an impending visit by a dignitary,
  - When the Department of Public Safety, law enforcement, or University officials are conducting an investigation, or
  - When there is a significant, imminent risk to public security and/or University property or a campus emergency.
- b. Immediately after an emergency installation has been authorized, the Chief Financial and Operating Officer and Vice President for Finance and Operations or designee must be informed, as needed.

### **4.2 Content Ownership**

All Content is owned by the University and is the responsibility of the Associate Vice President for Public Safety. The Associate Vice President for Public Safety may consult with the Office of General Counsel on decisions of retention and release related to Content that is deemed of high importance to the University community.

### **4.3 Placement and Limitations**

- a. Use of Public Safety Camera Systems will generally be limited to public areas.
- b. Video recording must not be conducted in Personal Areas of the campus unless specifically authorized by the Associate Vice President for Public Safety as part of an investigation by Department of Public Safety officers or by a search warrant or other lawful orders from a legitimate and duly authorized law enforcement entity.

- c. Where Public Safety Camera Systems are permitted in Personal Areas, such camera systems will, to the extent possible, be used narrowly to protect individual privacy, money, real or personal property, documents, supplies, equipment, or pharmaceuticals from theft, destruction, or tampering.
- d. Intentionally inoperative, placebo, or “dummy” security cameras must not be installed or utilized unless approved by the Chief Financial and Operating Officer and Vice President for Finance and Operations or designee.
- e. Security cameras may be taken offline for construction, maintenance, or network disruptions. In those cases, security camera footage will not be available, and the Department of Public Safety will document when a camera was unavailable and when it is back online.

#### **4.4 Monitoring and Review**

- a. The Department of Public Safety may monitor and review camera feeds and recordings as needed to support investigations and enhance public safety. It is not intended nor expected that Public Safety Camera Systems will be routinely monitored in real-time.
- b. With prior approval from the Associate Vice President for Public Safety and in consultation with the Office of General Counsel, when appropriate, other University employees, including Camera Access Users, may monitor live camera feeds and some recordings for specific business and audit purposes. Requests for access will be directed to the Department of Public Safety.
- c. Monitoring individuals based on characteristics of race, sex, gender, gender identity, ethnicity, sexual orientation, age, disability, veteran’s status, or other protected classification is prohibited. See University Policy 1060 (Non-Discrimination and Anti-Harassment) and University Policy 1065 (Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking).

#### **4.5 Storing and Retaining Content**

- a. Video footage will be stored on servers with appropriate computer security and will be accessible only by authorized DPS employees, OIT employees, contractors, or designated Camera Access Users. The Associate Vice President for Public Safety or designee will authorize access to servers.

- b. Content must be retained for a minimum of thirty (30) days. After the 30-day retention period, the recordings may be erased or recorded over unless retained as part of a criminal investigation, court proceeding, or other authorized use as approved by the Office of General Counsel, the Associate Vice President for Public Safety, or as required by law. See University Policy 1030 (Litigation Hold) for more information.
- c. Requesting exceptions to the Content retention period must be approved by the Associate Vice President for Public Safety.

#### **4.6 Use of Recordings**

- a. Public Safety Camera Systems must be used primarily for the purpose of enhancing public safety.
- b. Recordings may be used to support disciplinary actions involving employees or students and in civil lawsuits or other legal proceedings related to the individual(s) whose actions are captured in the recording and are relevant to the case.

#### **4.7 Release of Recorded Material and Live Streaming**

- a. Requests for the release of recorded material under the Idaho Public Records Act must be approved by the Chief Communications and Marketing Officer. See University Policy 1040 (Public Records Requests).
- b. Requests for release of recorded material set forth in subpoenas or other legal documents compelling disclosure must be reviewed and acted upon by the 1.) Chief Communications and Marketing Officer, and 2.) the Office of General Counsel.
- c. Emergency requests for release should be infrequent and may be approved by the Associate Vice President for Public Safety solely for the purpose of aiding a criminal investigation.
- d. Any department requesting video footage for personnel, criminal, or civil matters must first request that the footage be bookmarked. The Department of Public Safety will only release footage to designated university units for specific approved purposes, including:
  - Personnel issues managed by Human Resources and Workforce Strategy

- Investigations conducted by the CARE Team
- Investigations conducted by the Office of Title IX, Institutional Equity, and Compliance
- Student conduct investigations managed by the Dean of Students Office
- Public records requests managed by the Office of General Counsel
- Testing Center requests for audits of their space

#### **4.8 Exceptions**

The use of Public Safety Camera Systems beyond those described in this policy is prohibited. Individuals who have questions about the use of Public Safety Camera Systems not subject to this policy should direct those questions to the Department of Public Safety at [publicsafety@boisestate.edu](mailto:publicsafety@boisestate.edu) or (208) 426-6911.

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#### **Revision History**

September 2015; July 2019; May 30, 2025