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Oregon Tech deploys security cameras on its campuses to advance legitimate public safety and security interests, including, without limitation:

- Safeguarding of human life.
- Protection of buildings owned, occupied, or controlled by the university.
- Investigation of criminal activity.
- Investigation of alleged misconduct, whether or not rising to the level of a criminal offense.
- Monitoring access to university controlled facilities.
- Verifying fire, life safety and security alarms.
- Rapidly responding to emergencies.
- Maintaining situational awareness of campus activities and events.

The primary purpose of Oregon Tech's security cameras is to enhance the safety and security of the campus community while recognizing and preserving individual privacy and freedom of expression.

As set forth in this policy, the university will ensure that security cameras are used in a professional, ethical, and legal manner in accordance with this and other relevant university policies, as well as applicable federal and state laws.

The purpose of this policy is to create a governance and management framework that will guide the university in the use of security cameras, across the organization.

This policy applies to all Oregon Tech security camera systems.

: Any Oregon Tech affiliated individual authorized by the Security Technology Administrator to have ongoing viewing access to security camera data and recordings.





Neither the installation of security cameras nor this policy constitutes an undertaking by the university to provide continuous live monitoring of all locations visible through such security cameras. Security cameras may be monitored in “real time” by trained personnel when safety or security concerns, event monitoring, ongoing investigations, alarms, or other situations warrant such monitoring. The monitoring of activities of individuals or groups shall be conducted in a manner consistent with this policy and applicable legal requirements.

Only the Security Technology Administrator or trained Authorized Users will be involved in, or have access to, stored security camera data or recordings. Security cameras will be installed and configured to prevent tampering with or unauthorized duplication of data and recordings.

Security camera data or recordings will be stored for a period generally not to exceed 90 days and thereafter will be erased, unless the recording is subject to a valid court or agency preservation order or a university litigation hold, retained as part of an active investigation, released and used for the purposes described below, or needed for legitimate training or other purposes, as may be determined by the Executive Director for Resilience, Emergency Management and Safety or the General Counsel. Data or recordings will be stored in a secure environment accessible to authorized personnel only, and will not be reviewed absent a legitimate institutional purpose.

Relevant portions of security camera data and recordings may be released by the Executive Director for Resilience, Emergency Management and Safety as follows, upon request:

Vice President for Student Affairs, the Dean of Students, or their designees in connection with an investigation or adjudication of an alleged violation of the Student Code of Conduct.

Associate Vice President for Human Resources and senior university administrators in connection with an investigation of alleged workplace misconduct.

Executive Director for Diversity, Inclusion and Cultural Engagement/Title IX Coordinator, Title IX Deputy Coordinators, or external contracted investigators in connection with an investigation or adjudication of allegations related to equity, sexual misconduct, harassment, and Title IX.

Senior university administrators to assist in the assessment of and response to actual or threatened criminal or nefarious activity, a pattern of recurring disturbances to the university community, a legitimate safety concern or campus emergency.

Security camera data or recordings may not be used to evaluate job performance of Oregon Tech faculty and staff, except as related to workplace misconduct as described above or prohibited by Oregon Tech policy.

All other requests or demands for access to security camera data or recordings, including requests under the Oregon Public Records Law and all subpoenas, warrants, court orders and other legal



additional advisory groups:

- Faculty Senate

TEL: 313.487.1000

Adoption Date:

June 30, 2024