



California Health Sciences University

UNIVERSITY

VIDEO SURVEILLANCE CAMERA POLICY

Purpose

California Health Sciences University (CHSU), as a private post-secondary education institution, is dedicated to fostering a safe environment for its students and employees. Among other security practices, CHSU utilizes video surveillance systems to enhance the safety and security of students, employees, visitors, and University property.

This policy establishes guidelines for the installation, use, access, retention, and disclosure of video surveillance footage in a manner consistent with CHSU's values, applicable laws, and expectations of privacy.

SCOPE

This policy applies to all the University's video surveillance cameras, recording devices, monitoring systems, and related equipment used for security purposes on property owned, leased, or controlled by CHSU. It applies to all students, employees, contractors, vendors, and visitors.

This policy **does not** govern video recording or surveillance in the context of:

- Academic or research projects;
- Classroom or instructional recordings;
- Recordings for marketing or other promotional purposes, or
- Recording of live-streamed events



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POLICY STATEMENT

CHSU utilizes video surveillance systems, which are installed at various locations on CHSU's property for security purposes. The use of video surveillance is intended to be consistent with the following **guiding principles**:

- **Respect for Privacy:**

CHSU seeks to uphold dignity, integrity, and reasonable expectations of privacy. Where feasible, areas under video surveillance will be marked with signage notifying individuals of monitoring.

- **Safety-Driven Use:**

Surveillance is intended for the following uses: deterrence and prevention of crime, supporting investigations of reported offenses, emergency response, and protection of university assets.

- **Non-Discrimination:**

Surveillance will not be used to target individuals based on race, ethnicity, national origin, gender, religion, disability, or other legally protected status.

- **Compliance with Legal and Policy Requirements**

CHSU will operate surveillance systems in compliance with California privacy and recording laws, federal laws and regulations (including FERPA when footage involves identifiable students), and University policies and conduct standards.

Authorized Use of Video Surveillance

Video surveillance may be installed by CHSU in the locations described below and for the following reasons:

- At building entrances, exits, and interior common areas for purposes of security
- In CHSU buildings to deter and investigate theft of property, vandalism, or other misconduct
- Outside CHSU buildings to enhance safety in parking lots, walkways, and outdoor spaces
- Supporting emergency response, incident assessment, and post-incident review
- Protecting University assets, facilities, and infrastructure
- General investigative inquiries from CHSU administration



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Surveillance **will not** be used in areas where there is a reasonable expectation of privacy (e.g., restrooms, locker rooms, private employee offices, unless authorized by law enforcement or by the CHSU President and Director of Security for ongoing investigation or required by court order)

Camera Placement and Installation

- All installations must be approved by the **Vice President of Operations or their designee** in coordination with **Information Technology services**.
- Cameras must be placed in public areas of CHSU's premises
- Cameras will be placed in plain view whenever practicable.
- Hidden or covert cameras are prohibited except when specifically authorized by university leadership and when required by court order or law enforcement.
- Cameras may record video but will not record audio unless explicitly permitted by law and approved by the CHSU President.

Monitoring and Access to Footage

- Video recordings will be stored securely using approved systems to prevent unauthorized access, alteration, or deletion.
- Retention periods will comply with applicable laws and University record retention schedules.
- Unless needed for an active investigation, legal hold, or insurance matter, footage will generally be retained for at least **60 days**, depending on system capacity.
- Access to video recordings will be granted only when necessary for security, legal, or approved investigative reasons.
- Requests from the college or program respective Office of Academic Affairs to review video recordings from examinations or assessments concerning academic integrity issues must be submitted directly to the Director of Security or designee.
- Requests for video recordings or to review video recordings by university employees other than campus security or Human Resources personnel must be submitted in writing on an approved form. Students should submit the request to the Office of Student Affairs



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and employees should submit the request to the Office of Human Resources. The approved request will be submitted to the Director of Security or their designee.

- Video recordings and surveillance footage will not be released to third parties (e.g., law enforcement, attorneys) without the approval of the **Director of Security** or **CHSU President** and in compliance with applicable laws and regulations.

Compliance with Law

Prohibited Conduct

The following actions are strictly prohibited:

- Tampering with, disabling, or destroying CHSU's surveillance equipment;
- Recording and surveillance activities on CHSU property or at CHSU events by private individuals or organizations without securing the University's authorization and the consent of anyone being recorded;
- Unauthorized access, distribution, or sharing of CHSU video recordings; publishing or posting CHSU surveillance footage without prior written authorization of the Director of Security or the University President.
- Using CHSU surveillance video for personal monitoring

Violations may result in disciplinary action up to and including dismissal or termination.

Questions

Questions regarding this policy should be directed to:

CHSU Director of Security

Phone: 559 701-2131

Email: mbasgall@chsu.edu



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HISTORY (R*)

Approval Date:

02/24/2026

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01/14/2026

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02/28/2026

RACI

R: Vice President of Operations and Director of Security

A: Vice President of Operations and Director of Security

C: Office of Operations, Office of Security, Office of Legal Affairs, Office of Human Resources,
College Deans

I: CHSU Community