

## Health Science Center Security Camera Policy

### Policy

The La Crosse Medical Health Science Consortium (LMHCS) will use security cameras for monitoring and recording public areas for the purposes of enhancing public safety, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents. Monitoring and recording will be executed in a professional and ethical manner in accordance with local, state, and federal laws and regulations.

Security surveillance will take place in public and common areas and is not intended to imply or guarantee that cameras will be monitored in real time, 24 hours a day, seven days a week. In addition, this policy shall not impose any responsibility on the LMHSC to protect against or prevent personal injury or loss of property.

The following uses of monitoring or recording are strictly prohibited:

- Monitoring or recording individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification.
- Monitoring or recording areas considered private such as restrooms, offices, locker rooms, or other areas that normally have a reasonable expectation of privacy.
- Monitoring or recording for personnel investigations such as those related to (but not limited to) work place attendance or work quality.

### Procedure

#### Definitions

Terms used in this procedure are defined as follows:

- Security camera: A camera used for monitoring or recording public areas for the purposes of enhancing public safety, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents.
- Security camera monitoring: The real-time review or watching of security camera feeds.
- Security camera recording: A digital recording of the feed from a security camera.
- Security camera systems: Any electronic service, software, or hardware directly supporting or deploying a security camera.

**Responsibilities and Authority**

The LMHSC is responsible for oversight of security cameras and associated policies, standards, and procedures. This responsibility includes:

- Maintaining this policy
- Authorizing the purchase of any new security camera systems
- Authorizing the placement of all security cameras
- Creating and approving the procedures for the use of security cameras
- Responding to any complaints or concerns

**Access**

Access to the Health Science Center security cameras, camera systems, camera feeds, and recordings is restricted solely to the LMHSC or approved designees, and only for the following purposes:

- Maintenance. An authorized contractor will have access to manage the servers associated with the security camera equipment and systems for testing and other technical maintenance.
- Monitoring of Security Camera Feeds. The LMHSC or approved designees will have access to security camera feeds for the purpose of ensuring public safety.
- Review of Archived Security Camera Recordings. The LMHSC or approved designees may review archived security camera recordings as needed to support investigations and to enhance public safety.

**Notification Requirements**

All locations with security cameras will have signs displayed that provide reasonable notification of the presence of security cameras. At a minimum, this must include primary building entrances.

**Retention of Security Camera Recordings**

The length of time video images are retained will be limited to the capability of the current system in use, which is approximately 30 days.

Upon request from an authorized agency, a copy of an incident will be provided if requested during the retention period.