

Security Camera System Operator Code of Conduct

Name: _____ Date: _____

Department: _____

Position: _____

Uniquename: _____ Campus Phone: _____

All security camera operators and their supervisors:

- will carry out their duties in accordance with the provisions of SPG 606.01, the Retention and Release of Security Camera Recorded Images Standard, and other U-M SPGs as noted in these documents;
- should not operate security cameras in a manner inconsistent with allowing full freedom of expression to the University community as stipulated in SPG 601.01, Freedom of Speech and Artistic Expression
- should treat video recorded images from security cameras as sensitive institutional data subject to the provisions of SPG 601.12;
- will receive training on the technical, legal, and ethical parameters related to the appropriate and professional use of security camera systems;
- will receive campus security training from the U-M Police Department (UMPD) to ensure U-M compliance with relevant provisions of the Clery Campus Security Act;
- must provide assistance upon request to UMPD, the Office of the General Counsel, or other U-M offices as appropriate in support of law enforcement investigation or legal proceeding;
- are subject to disciplinary action up to and including termination for operating security camera systems in violation of SPG 606.01 and related SPGs and standards.

In addition, security camera operators:

- are prohibited from using security camera systems in any manner inconsistent with SPG 606.01 and not expressly approved by the EVP/CFO or designated executive authority;
- are prohibited from unauthorized duplicating, or tampering or interfering with recorded information;
- are not permitted to monitor individuals based on characteristics of race, gender, national origin, ethnicity, sexual orientation, disability, or other classifications included in the U-M nondiscrimination policy;

- in the absence of a specific DPSS or OGC directive connected to an ongoing investigation, should not use cameras to try to view places where people have a reasonable expectation of privacy;
- are required to immediately report to their supervisors any unauthorized disclosure of a recorded image and any potential privacy breach related to the inadvertent or purposeful misuse of a security camera;
- are required to accurately maintain logs as specified in SPG 606.01 and the Retention and Release of Security Camera Recorded Images Standard;
- should never permit access to restricted areas where video images can be monitored to, or permit viewing of recorded images by, an unauthorized individual.

I have read, understood, and agree to abide by the terms and conditions of this Security Camera System Operator Code of Conduct. I have successfully completed the Operator training module on the Division of Public Safety and Security web site (<http://www.dpss.umich.edu>.)

Signature _____

Date _____

Certification of completion of training by designated executive authority:

Name: _____ Date: _____

Uniquename: _____ Campus Phone: _____

Signature: _____