



VIDEO SURVEILLANCE PROCEDURE

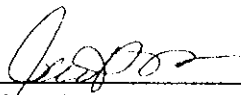
The University may employ video cameras and digital video recorders (DVR) on University property for the purposes of deterring crime, assisting campus security and local police in criminal investigations, and protecting the safety and property of the campus community. This procedure applies to all University property locations and all personnel in the use of video security recording and monitoring.

The Hawai'i Pacific University Security Department protects persons and property by providing essential security and safety services, while promoting student participation in education and life experiences. The Hawai'i Pacific University Security Department strives to enhance the quality of life of the campus community by integrating the best practices of public and private security with the state of the art technology. A critical component of a comprehensive security plan is using video surveillance.

1. Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner; and personnel involved in the use of video equipment will be appropriately trained and supervised in the responsible use of this technology.
2. Information obtained through video recording will be used for security and law enforcement purposes and for compliance with University policy. Information obtained will only be released with the authorization of the Director of Security and Safety, Director of Facilities, or designee.
3. Video monitoring for security purposes will be conducted in a manner consistent with all existing University policies and is limited to locations that do not violate the reasonable expectation of privacy as defined by law.
4. Video monitoring for security purposes will not possess the capability of recording sound at any time.
5. The Hawai'i Pacific University Security Department is the department authorized to oversee and coordinate the use of video equipment for security and safety purposes at Hawai'i Pacific University.
6. No video surveillance or recording equipment may be installed on campus without the approval of the Hawai'i Pacific University Director of Security and Safety, Director of Facilities, or designee.
7. A DVR (Digital Video Recorder) will record events temporarily unless retained by administration or law enforcement as part of a criminal or civil investigation or as otherwise approved. The DVRs shall have the capability of storing images for a minimum of 7 days at the Hawaii Loa and Downtown campus. The DVRs shall have the capability of storing images for a

minimum of 30 days at Hawaii Loa in the following areas: Residence Hall entrances; Front Gate Exit, Front Gate Parking, HL Fitness 1 and HL Student Center. For the Downtown campus, the following areas shall have the capability of storing images of 30 days: Downtown Business Office Safe and Downtown Business Office front door, left side. Aloha Tower Marketplace DVRs shall have the capability of storing images for a minimum of 30 days. Unless these images are retained, the oldest image captured will be recorded over first.

8. Signage stating that the premises "May be under video surveillance" will be installed at significant points on campus facilities.
9. Covert (hidden) camera surveillance may be used periodically when the University experiences patterns of criminal activity to either persons or property. These cameras would not be installed in any area that would violate the reasonable expectation of privacy as defined by the law.
10. Video Security recordings will be accessed by designated Hawai'i Pacific University employees only and may not be used for illicit or improper purposes.

Approved by:  5/12/16
Janet Kloenhamer, EVP for Administration, Date
General Counsel and Board Secretary