

<b>ADMINISTRATIVE DIVISION</b> LESA Law Enforcement and Safety		<b>POLICY NUMBER</b> LESA 3.12
<b>POLICY TITLE</b> Alarm and Video Security Systems		
<b>SCOPE OF POLICY</b> USC Columbia and Regional Palmetto College		<b>DATE OF REVISION</b> June 17, 2021
<b>RESPONSIBLE OFFICER</b> Senior Vice President for Administration and Chief Operating Officer		<b>ADMINISTRATIVE OFFICE</b> Law Enforcement and Safety

## PURPOSE

The Alarm and Video Security Systems Policy governs the design, implementation, control, and responsibilities for the systems and technology related to alarms, and video security systems on the Columbia and Palmetto College campuses.

## DEFINITIONS

**Alarm System** is the integration of detection sensors with control and notification components which report to and are monitored by a central station system.

**Face Identification** is the analysis of images to isolate faces within the field of view.

**Face Recognition** is the coupling of images of faces with biometric data of capable of identifying or verifying a person by comparing and analyzing patterns, shapes and proportions of their facial features and contours.

**Personally Identifiable Information (PII)** are data elements that are used as identifiers for persons, and which if compromised may present a significant risk of defrauding a person's identity. Under South Carolina Code of Laws, Section 16-13-510, PII includes social security numbers, driver's license number or state identification number, banking account numbers, date of birth, and digital signatures, among others.

**Video Security System (CCTV)** is a system made up of strategically placed security cameras. It is a system that is made up of IP based security cameras that can be viewed live or recorded video images through a software application that is installed on a PC. The video images are recorded to a network video recorder via the network. These cameras can either be interior or exterior based cameras to deter and/or capture criminal activity as well as protect property.

## POLICY STATEMENT

A. It is the policy of the University to provide coordinated and cohesive security systems for the protection of life and property.

- B. Due to the:
  - 1. regulatory, statutory, and constitutional considerations related to privacy, access, building and fire codes, and other issues related to safety and security
  - 2. highly technical and constantly evolving nature of alarm and video surveillance systems,
  - 3. inherent value of these systems being deployed in a consistent manner,
  - 4. extreme variations in quality of equipment design and installation in the commercial market,
  - 5. central monitoring of alarm systems by the Division of Law Enforcement and Safety, and
  - 6. need for interoperability and a consistent quality across campus
- C. The University requires all burglar alarms and video surveillance systems to be designed and installed by or authorized/approved by the Division of Law Enforcement and Safety.
- D. The Division of Law Enforcement and Safety is the only entity authorized to monitor those alarms installed in University facilities unless specifically authorized by the Associate Vice President for Law Enforcement and Safety.
- E. The video surveillance systems installed and maintained by the Division do not incorporate face recognition systems or processes; and do not capture store or transmit any personally identifiable information.
- F. Face identification technologies may be utilized as necessary for the implementation of video analytic applications including but not limited to occupancy counting, face covering compliance, and other similar tools which may be developed and implemented that aid in the securing of facilities and safety of personnel.

## **PROCEDURES**

- A. If a department or office desires a security alarm or video surveillance system they are to contact the Division of Law Enforcement and Safety and request a security survey and an estimate for the work requested.
- B. The Division of Law Enforcement and Safety will design install and maintain all video surveillance and alarm systems.

## **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[UNIV 1.51 Data and Information Governance](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
November 1, 2006	New policy approval
February 18, 2016	Reflect current technology on campus
June 17, 2021	Updated changes to reflect current information and process