

**PROCEDURE FOR POLICY 1.42 – Video Monitoring**

**I. Approval**

- 1.1 The Director of the Western Special Constable Service (WSCS) will be responsible for reviewing and approving all proposals for the installation, relocation or removal of video monitoring cameras.

**II. Procedure for Installation or Relocation of Video Cameras**

- 2.1 Heads of faculties, departments or units or their designates wanting to install or relocate video monitoring cameras on University property shall submit an email request to the WSCS Crime Prevention Through Environmental Design (CPTED) Coordinator at [cpted@uwo.ca](mailto:cpted@uwo.ca) describing the proposed site for installation or relocation of each camera, identifying the individual responsible for the camera(s) (Responsible Person) and justifying the proposed installation or relocation.
- 2.2 The CPTED Coordinator will review the request, complete a report (CPTED Report), and, if reasonable, recommend the request to the Director of WSCS for approval. If the CPTED Coordinator denies a request for installation or relocation (i.e. for privacy reasons), the CPTED Coordinator shall provide the requester with reasons in writing for the denial and the requester may (i) amend the request to address the concerns noted in the reasons of the CPTED Coordinator and resubmit an amended request; (ii) withdraw the request; or (iii) ask that the Director of WSCS to reconsider the decision and approve the installation or relocation. If(WTS).
- 2.4 The requester shall be responsible for the cost of the purchase, installation, ongoing maintenance and relocation of the camera(s) and will obtain a quote from the Installation Coordinator at WTS for the cost of purchase, installation/relocation and ongoing maintenance prior to installation, and relocation of a camera.
- 2.5 In the event that the requester wishes to proceed with installation or relocation as set out in the CPTED Report, the requester shall instruct the CPTED Coordinator to proceed with installation or relocation and provide a University speed code for billing purposes.
- 2.6 Upon being instructed to proceed with installation or relocation, the CPTED Coordinator shall create an electronic request ticket using WTS's JIRA software (JIRA Ticket), adding the requester's speed code and a copy of the CPTED Report, and submit the JIRA ticket to the Installation Coordinator at WTS.
- 2.7 Upon receipt of the JIRA ticket, the Installation Coordinator at WTS shall install or relocate but not activate the camera(s) and notify the CPTED Coordinator through the JIRA ticket when complete. The CPTED Coordinator shall then conduct a physical audit of the installation site and post the required video monitoring signage.

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### III. Training

- 3.1 Prior to the activation of any camera(s), the CPTED Coordinator shall provide a copy of the Video Monitoring Policy and provide training to the Responsible Person on their duties and obligations under the Policy. The Responsible Person shall sign an Acknowledgement form confirming the receipt of training and a copy of the policy.
- 3.2 The Responsible Person shall train any other individual within the faculty, department or unit approved by the Director of WSCS, who will have access to the recordings and such individuals shall sign an Acknowledgement form (Approved Persons). This form, once completed, shall be kept on file with the Responsible Person.

### IV. Activation

- 4.1 Upon completion of training, the CPTED Coordinator shall update the JIRA ticket regarding the signed Acknowledgment, completed training and posted signage, close the JIRA ticket and contact WTS to activate the camera(s). The CPTED Coordinator shall then update the camera log in the Video Monitoring audit record, update the quarterly audit record, update the Responsible Person record and provide a copy to WTS, and notify all WSCS members of the activation.

### V. Procedure for Removal of Video Cameras

- 5.1 Individual faculties, departments or units wanting to remove a video monitoring camera on University property shall submit an email request to the CPTED Coordinator at [cpted@uwo.ca](mailto:cpted@uwo.ca) describing the location of each camera to be removed and justifying the proposed removal.
- 5.2 The CPTED Coordinator will review the request, complete a removal report (CPTED Removal Report), and, if reasonable, recommend the removal request to the Director of WSCS for approval. If the CPTED Coordinator denies a request for removal (i.e. for concerns about risk), the CPTED Coordinator shall provide the requester with reasons in writing for the denial and the requester may (i) amend the request to address the concerns noted in the reasons of the CPTED Coordinator and resubmit an amended request; (ii) withdraw the request; or (iii) ask that the Director of WSCS reconsider the decision and approve the removal. If the requester asks the Director of WSCS to consider the decision of the CPTED Coordinator, the Director of WSCS shall reconsider the decision and either approve or deny the request.
- 5.3 If a request is approved in whole or in part by the Director of WSCS, the CPTED Coordinator will send the approved CPTED Removal Report to the requester and WTS.
- 5.4 The requester shall be responsible for the cost of the removal of the camera(s) and will obtain a quote from the Installation Coordinator at WTS for the cost of removal prior to removal of a camera.
- 5.5 In the event that the requester wishes to proceed with removal as set out in the CPTED Removal Report, the requester shall instruct the CPTED Coordinator to proceed with removal and provide a University speed code for billing purposes.
- 5.6 Upon being instructed to proceed with removal, the CPTED Coordinator shall create a JIRA ticket, adding the requester's speed code and a copy of the CPTED Removal Report, and submit the JIRA Ticket to the Installation Coordinator at WTS.
- 5.7 Upon receipt of the JIRA ticket, the Installation Coordinator at WTS shall remove the

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camera(s) and notify the CPTED Coordinator through the JIRA ticket when complete. The CPTED Coordinator shall then remove the video monitoring signage, close the JIRA ticket, update the Video Monitoring audit record, update the quarterly camera audit log and notify the all WSCS members of the removal.

### **VI. Storage, Retention and Access**

- 6.1 Individual departments shall not store video surveillance recordings. All surveillance records shall be stored in a secure location at WSCS for a period of 30 days and will then promptly be erased or written over, unless retained as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Director of WSCS.
- 6.2 A log shall be maintained by the CPTED Coordinator of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted.
- 6.3 WSCS shall have access to all cameras and Responsible Persons and Approved Persons shall have access to cameras as approved by the Director of WSCS. Any other individual seeking access to a video recording is required to file a Freedom of Information Request under the Freedom of Information and Protection of Privacy Act.